



LONGBOAT KEY | ST. ARMANDS | LIDO KEY  
SIESTA KEY | CASEY KEY | VENICE  
MANASOTA KEY | ENGLEWOOD | NORTH PORT

## Leisure Groups Incentive Program Guidelines

### Introduction

The Visit Sarasota County Leisure Groups Incentive Program is designed to provide leisure groups that are new to Sarasota County with additional resources to further enhance their experience while in our destination. These incentives will be distributed on a first-come-first-serve basis. Please review the below program outline, eligibility requirements and limitations.

### Eligibility

- Group must not have held meeting in Sarasota County within the last 2 years.
- Valid for Social, Military, Education, Religious and Fraternal groups.
- Rooms must be booked at a hotel located in Sarasota County. A list of these hotels can be provided.
- Interest form must be received and acknowledged by Visit Sarasota County *prior* to hotel contract date.
- Group must not be receiving any additional funding through Sarasota County Tourist Development Tax (TDT).

### Incentive Levels and Options

Peak Rooms	Offsite Dining Credit Option	Transportation Credit Option	Cash Rebate Option
10-50	Up to \$625	Up to \$625	NA
51-90	Up to \$915	Up to \$915	\$15 Room Rebate
91-250	Up to \$1,250	Up to \$1,250	\$15 Room Rebate

## Detail

- “Peak Rooms” are the highest number of rooms booked on a single night throughout duration of stay.
- If eligible, group may pick one (1) of the options listed within their Peak Room category.
- “Offsite Dining” is classified as a group meal purchased outside of hotel on one master bill. Alcohol is not eligible for reimbursement.
- “Transportation” is classified as transportation service, either for special event or to/from airport.
- “Cash Rebate” is for one (1) single night of peak rooms.
- For Dining and Transportation options: Amount listed is maximum credit. Proof of purchase will be required, and funding will be determined by actual amount spent.
- Incentive will be distributed after culmination of meeting, on a reimbursement basis.
- See ***Process & Payment Terms*** for incentive distribution process.

## Limitations

- Incentives are subject to availability and will be awarded on a first-come-first-served basis.
- Program cannot be combined with any other offers provided by Visit Sarasota County.
- Visit Sarasota County reserves the right to discontinue program at any time.
- Recipient cannot receive any additional form of funding through Sarasota County Tourist Development Tax (TDT), such as grants from the Film Commission or the Arts Alliance.
- Additional limitations or restrictions may apply.

## Process & Payment Terms

- To determine eligibility, complete Part 1 of Application and submit to Visit Sarasota County, along with copy of RFP (if applicable).
- Upon finalizing hotel contract, complete Part 2 of Application.
- Submit Part 2 of Application with copy of hotel contract to Visit Sarasota County.
- After receiving Part 2, Incentive will be earmarked until completion of meeting or event.
- Incentive will be dispensed on a reimbursement basis, after culmination of meeting or event.
- Incentive level will be determined by the actualized peak room number. If the final peak rooms is less than 10, incentive will be forfeited.
- To receive incentive, the following materials must be submitted to Visit Sarasota County within 30 days of hotel check-out:
  - Finalized hotel room night pick-up report
  - Company or organization W9 form
  - Invoice to Visit Sarasota County for total amount owed
  - If claiming off-site dining or transportation incentive option: copy of paid receipt from caterer, restaurant, or transportation provider

## **Additional Event Resource**

Cover Your Event (CYE) Insurance – VISIT FLORIDA offers coverage that will reimburse a meeting in the likely event of a cancellation due to a named hurricane at no cost to you. For more information on this program, please contact [partner@visitflorida.org](mailto:partner@visitflorida.org). Access at: <https://www.visitflorida.org/resources/event-insurance>

# VSC Leisure Groups Incentive Application

## Part 1 – Determination of Eligibility

Complete while in sourcing phase, prior to booking with hotel.

Group Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Event Dates: \_\_\_\_\_ Peak Hotel Room Nights: \_\_\_\_\_

Meeting History (past 5 years – if no meeting was held please mark NA):

Dates	Hotel and Location

Sarasota Hotel(s) Being Considered: \_\_\_\_\_

Planner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submit fully completed form and official RFP to Amanda Walker at

[awalker@visitsarasota.org](mailto:awalker@visitsarasota.org)

# VSC Leisure Groups Incentive Application

## Part 2 – Booking Confirmation

After booking hotel, complete, sign and submit along with copy of hotel contract to Amanda Walker at [awalker@visitsarasota.org](mailto:awalker@visitsarasota.org). Upon acceptance, counter-signed copy of agreement will be returned and funds will be earmarked for reimbursement after completion of event.

**Meeting Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Host Hotel:** \_\_\_\_\_ **Booking Date:** \_\_\_\_\_

**Selected Incentive:** \_\_\_\_\_

### Applicant Agreement and Waiver of Liability:

I, the undersigned, on behalf of the applicant, will indemnify, defend and hold harmless, the Sarasota Convention & Visitors Bureau, doing business as Visit Sarasota County, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgements to any person or property which may result now or in the future from the conduct of this event. The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

This contract is subject to Sarasota County Board of County Commission approval of an annual agreement with Visit Sarasota County for FY 2018. If such an agreement between Sarasota County Government and Visit Sarasota County is not approved, this agreement is null and void.

\_\_\_\_\_  
Planner/Organizer (please print)

\_\_\_\_\_  
Planner/Organizer (signature and date)

\_\_\_\_\_  
Visit Sarasota County Director of Sales  
(please print)

\_\_\_\_\_  
Visit Sarasota County Director of Sales  
(signature and date)

\_\_\_\_\_  
Visit Sarasota County President  
(please print)

\_\_\_\_\_  
Visit Sarasota County President  
(signature and date)