



DOOR COUNTY TOURISM ZONE COMMISSION

P.O.B 55

Sister Bay, WI 54234

920-854-6200

Email: DCTourismZoneCommission@gmail.com

DATE: April 27, 2007

TO: Lodging Properties located within the Door County Tourism Zone

FROM: Door County Tourism Zone Commission

RE: Room Tax Permits and Reporting

Our records indicate that you own/manage transient lodging property located in a municipality that has enacted an Ordinance for the purpose of collecting a 5.5% room tax. The municipalities listed below enacted the ordinance to collect the room tax to increase the marketing efforts of the Door County Visitor Bureau to increase overnight stays in transient lodging properties. If your property is not located in one the municipalities listed below we would appreciate notification so we can remove your name from our mailing list.

Town of Baileys Harbor
Town of Egg Harbor
Village of Egg Harbor
Village of Ephraim
Town of Gibraltar
Town of Jacksonport
Town of Liberty Grove
Town of Nasewaupée
Town of Sevastopol
Village of Sister Bay

You must collect the room tax if your property conforms to the definition of a Transient lodging: (From the Door County Tourism Zone Commission Agreement):

“hotel or motel means a building, group of buildings or structure in which the public may obtain accommodations for a monetary consideration, including, without limitation, such establishments as inns, motels, hotels, tourist homes, private homes, bed and breakfast establishments, rooming houses, condominiums, summer camps, apartment homes, resort lodges and cabins, commercial indoor lodging facilities, campgrounds with A-frames, cabins or trailers and any other building or group of buildings available to the public.”

The room tax must be collected on any transient rental, which is defined as any rental term less than 30 days.

This packet of information is provided to assist you in accurately collecting the room tax. Below you will find a list of contacts that will be happy to answer any questions you may have.

Enclosed you will find the following documents:

- Instructions for completing the Lodging Permit Application and Monthly Room Tax Report
- Lodging Permit Application
- Monthly Room Tax Report
- Frequently Asked Questions

If your lodging property is using reservation computer software it is probably already set up for calculating and collecting room tax. Contact your software support service staff for instructions on how to enable this feature. For additional assistance, please contact a member of the Room Tax Support Team:

Jerry Zaug – (920) 854-5281
Fred Anderson – (920) 868-3113
Karen Raymore – (920) 743-4456
Claire Murphy – (920) 868-9088
Sue Sherman – (920) 854-2515
Debbie Krause – (920) 854-9066
Greg Stillman – (920) 493-4575
Bill Brown – (920) 746-3900

We are committed to investing the room tax you collect with strategies that will increase your business. Please direct other questions to the address and phone number listed on the top of the first page.

Thank you.

Door County Tourism Zone Commission

Robert Kufirin, Chair (Village of Sister Bay)
Bruce Hill, Vice Chair (Village of Egg Harbor)
Paul Georgia, Secretary/Treasurer (Town of Nasewaupee)
Patti Taylor, (Town of Egg Harbor)
Barbara Lautenbach (Town of Jacksonport)
Craig “Ned” Nedderson (Village of Ephraim)
Charlie Most, (Town of Liberty Grove)
Bryan Nelson (Town of Baileys Harbor)
Charles Tice (Town of Sevastopol)
William Weddig (Town of Gibraltar)
Andy Coulson (At-large, Town of Gibraltar)
Jim Sarkis (At-large, Town of Sevastopol)