

## Requirements for BILA Membership



All Bainbridge Island Lodging Association members need to fulfill certain licensing and membership requirements to be members in good standing as well as to ensure that each establishment is recognized as a professional lodging business by our guests and other businesses.

Thank you for submitting the following required documents to PO Box 10895, Bainbridge Island, WA 98110:

1. A copy of your **City of Bainbridge Island Business License**.
2. A copy of your **State of Washington Master Business License** (required for establishments with guests staying less than 30 days).
3. Proof of membership in the **Bainbridge Island Chamber of Commerce**.
4. *If you serve beer and wine*, please provide a copy of the **State Beer and Wine License**.
5. For establishments of *three or more units*, please provide:
  - a. a copy of the **Transient Accommodations License** (for 3 units or more, rented for less than 30 days, whether or not you serve food).
  - b. a copy of the **Kitsap Health Department Food Handler's Permit** (this is required for full or continental breakfast).
6. **Yearly dues**, paid by March 1, of \$200 per year for single unit guesthouses and B&B's, and \$200 + \$10 per rentable unit per year for multi-unit\* suites, inns and hotels. Please make checks payable to BILA and send them to PO Box 10895, Bainbridge Island, Wa 98110.

These documents will be kept on file as part of the membership requirements and may be requested on an annual basis.

\*Your unit is considered multi-unit if the bedrooms or suites are rented separately.