Guidelines for Town Co-Sponsorship of Community Events

1. The Town will agree to co-sponsor of certain community events provided that such events meet the following criteria:
    A. Event must be open to the public
    B. Event may not be a fundraiser
    C. The event must be of benefit to the Town and its residents. An event that benefits the Town and its residents should somehow promote the goals of the Town such as
        1. promoting Town arts and cultural activities,
        2. promoting Town sports and recreation
        3. supporting businesses in the Town,
        4. encouraging community camaraderie,
        5. enhancing the reputation of the Town within Westchester County and New York State.
2. Any Town co-sponsorship of community events will take the form of provision of municipal services to the community organization. There will not be a direct grant of Town funds for the community event.
3. The within guidelines do not address co-sponsoring events undertaken by municipal and quasi municipal entities such as fire districts, ambulance corps., the Town Advisory Recreation Committee etc.

4. Insofar as the Town co-sponsoring an event, if the value of the services to be provided by the Town is less than $500.00, then the Town shall contribute such value in services. If the value of the event is more than 500.00, then the Town shall contribute 50% of the cost of the value of the community services for the event and the sponsoring organization should pay the other 50% of the value of the cost of community services for the event.
5. Procedure. All organizations wishing to have the Town co-sponsor a community event shall fill out an application to be provided by the Town Clerk. The completed application will be reviewed by the Town Clerk.
6. If the Town Clerk believes that the application is in order, it shall be forwarded to the Town Board. Such application will be discussed and either approved or not approved at a regularly scheduled public meeting of the Town Board.
7. The Town Board may attach reasonable conditions regarding the Town co-sponsorship of the approved community event.

TOWN OF BEDFORD SPONSORED EVENT APPLICATION

******* EVENT INFORMATION AND APPLICATION FORM MUST BE SUBMITTED AND APPROVED PRIOR TO THIS FORM BEING SUBMITTED*******************

Group or Organization: _____

Address: _____

Person in Charge: _____

Phone Number: _____Email:_____

Type of Function: _____ # Attending: _____

Signature: _____ Title: _____

Date of event: _____

Is the event open to the public?_____

Is the event a fundraiser?_____

What will the funds be used for?_____

In what way does this event benefit the residents of the Town?_____

_____

Town Clerk's Use

The following must be submitted (if applicable) with completed application:

- ☐ Facility Use Permit
- ☐ Signed Hold Harmless Agreement
- ☐ Liability Insurance
  Approved by Insurance Co.:_____
- ☐ Police services required_____
- ☐ DPW services required_____
- ☐ Other services required_____