

**TOWN OF BEDFORD**  
**RECREATION & PARKS DEPARTMENT**

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TO: Ellen Calves, Town Supervisor

FROM: Chris Soi, Superintendent of Recreation and Parks

DATE: November 30, 2022

RE: Bedford Village Green – Approved Use and Rental Fees for Events

In recent years, the Town has seen an increase in interest from organizations wishing to utilize the Bedford Village Green as a location for special events. The Village Green has historically been host each year to a handful of not-for-profit events, some free and open to all and more recently, ticketed events for the benefit of local Bedford Village organization fundraisers. Given the Town Board intends to continue to allow use of the Green for these purposes while being mindful of town resources, the Supervisor asked me to suggest how best to ensure that these events be limited so as not to have a negative impact both on town resources as well as on the historic and business districts or the health and condition of the Village Green.

Community Events on public property already must receive approval from the Town Board upon submission and review of a “Proposed Event Application” and bear costs for any additional police or DPW overtime incurred for the event. But unlike when events occur in the parks, no fee is charged for use of the Village Green.

A reasonable event fee and deposit should be established for any large ticketed events held on the Village Green. Given that these types of events are not free, render the Village Green unusable for the general public during the event, often include a tent which detracts from the character of the historic village, cause stress to the lawn and have the potential to cause damage that requires repair by Recreation and Parks Staff, the following fees are proposed:

**Bedford Village Green Rental Fee:**

- \$1000.00/day w/ \$1,000.00 refundable deposit
- \$400.00/half day w/ \$1,000.00 refundable deposit
- Rental Fee is applied to include 1/2 day(s) needed for event prep/set-up and for event breakdown/clean-up for the day prior and day following the event.

- If the tent is over a certain size, a tent permit and fee may also be required from the building department. For each additional full day a tent is up on the Green before or after an event, a fee will be charged: \$200 the first day, \$400 the second day, \$600 the third day.
- Rental Fee and deposit may be waived for not-for-profit organizations holding Town-approved, free events that are open to the public.
- The Town Board continues to maintain authority to deny an event request based on an event's impact to the Historic District/Business District or concerns over the maintenance or condition of the Village Green.
- A refundable deposit up to \$1000 may be required for any event at the discretion of the Town Board.
- The Town Board co-sponsorship policy allows for the Town to share in expenses of nonprofit organizations holding community events.