

2017 Policy for Town of Bedford Co-Sponsorship of Community Events

The Town of Bedford, throughout its history, has always endeavored to support its important philanthropic organizations. These organizations are a critical part of the fabric and character of our community, which enhances the quality of life for our residents.

For an organization to qualify for Town support (which would come in the form of the Town not charging back or charging back only a portion of the expense which the Town incurs for overtime staffing), the Town Board in cooperation with the applicable department heads will review on a case-by-case basis each application for co-sponsorship submitted to the Town Clerk.

In order for an event to be considered for Town support:

- The event must be open to the public
- It should be for the benefit of Town residents
- If the event is a fundraiser, the investment of the proceeds by the Bedford-based organization should be for the benefit of Town residents

Examples: promoting the arts, cultural activities, sports, recreation, supporting businesses located in Town, and/or encouraging community camaraderie.

Naturally, the extent to which the Town can support these community events is limited by budget constraints. To provide a reasonable possibility that community events the Town has supported in the past may continue to have such support, the following limits will apply to each application. If the Town Board approves the co-sponsorship request and the value of the services is less than \$1,000, then the Town will contribute such value in services and if it exceeds \$1,000, then the Town will provide 50% up to a maximum of \$3,000.

Any organization seeking Town co-sponsorship of an event which it is anticipated overtime services are required should submit to the Town Clerk an application in the form prepared by the Clerk, together with any supporting materials. The Clerk will ask the department heads the amount of overtime services required and the Comptroller will provide a memorandum to the Town Board with an estimate of the cost for overtime staffing and the funds available in the co-sponsorship account in the adopted Town budget. The Supervisor will schedule Town Board consideration of the matter.

2/7/17



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 _____

PLEASE SUBMIT TO THE TOWN CLERK'S OFFICE WITH ALL APPLICABLE BACK UP