

# TOWN DAY APPLICATION 2016

**Note: Only open to non-profit volunteer organizations**

DATE: Saturday, September 17, 2016

HOURS OF OPERATION: 4-9 PM

BOOTH SIZE: 10 X 10

SET UP: BEGINNING AT 2 PM

CLEAN UP: BEGINNING AT 8 PM

FIREWORKS: 8:45 PM

SECTION TO BE COMPLETED BY APPLICANT

There is no fee for valid 501c3 not for profits  
VOLUNTEER ORGANIZATIONS

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

CONTACT NAME (if different than above) \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDITIONAL CONTACT PERSONS, IF ANY. Name & Phone Number  
\_\_\_\_\_

ELECTRICITY NEEDED ? (Limited amount available - first come, first served)

WHAT IS THE ELECTRIC FOR? \_\_\_\_\_(i.e., blender, lamp, cotton candy)

HOW MANY AMPS? \_\_\_\_\_ (can be found on the sticker or plug on back of unit)

DESCRIPTION OF DISPLAY OR SALE ITEMS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **TOWN DAY FOOD CONCESSION APPLICATION**

### **For non-profit volunteer organizations only**

We / I understand that all Town Day 2016 participants are responsible for providing their own chairs, tables, tents, and any other equipment required. If you use a tent, you are responsible for anchoring it properly.

Town Day 2016 is not responsible for any theft or damage to your vehicle, food or equipment. Booth assignments will be made by the Town Day Committee on a first come-first served basis. The Town Day Committee will determine booth location. Town Day 2016 is a rain or shine event. Vendors are to be set up by 2 PM on Saturday; failure to do so may result in forfeiture of space.

#### **Insurance Coverage:**

Food vendors are responsible to provide a Certificate of Insurance naming the Town of Putnam Valley as additionally insured. For those who do not know, call you agent for details.

#### **SECTION B: CONCESSION AGREEMENT – MUST BE SIGNED BY APPLICANT**

We / I have read and understand all the conditions/rules for vendors as stated above:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Organization \_\_\_\_\_

**Please return pages 1 & 2 application to: Town of Putnam Valley, 265 Oscawana Lake Rd, Putnam Valley, NY 10579, Attention: Supervisor's Office. If you have any questions, please contact the Supervisor's Office at (845) 526-2121.**

