

# VILLAGE-ORGANIZATION EVENT AGREEMENT FORM

Perry New York

*This form is intended to create consistent guidelines and gather sufficient information about proposed events requiring coordination from the Village of Perry. It is the intent of the Village Board that taxpayer subsidy - in the form of staff time, overtime, equipment, materials, maintenance and clean-up - of any event on village property should have a measurable public benefit and that the services the village can provide without charge should be commensurate with that public benefit.*

*For existing events, previous applications may be referenced. Please fill out "Facilities Reservation Request" form.*

## **PART I: EVENT AND ORGANIZER TYPE**

1. Name of event: \_\_\_\_\_

2. Name of organization (if different) sponsoring and/or running the event:

3. Names of officers/organizers, including responsibilities & contact information.

3. The lead organization is a/n:

- registered not-for-profit, or 501(c)3
- ad-hoc or "community" group (existing solely to organize the event, or not)
- business
- other \_\_\_\_\_

4. Revenue Type (check one)

Indicate which of the three revenue categories your event most closely resembles:

- Revenue Free
  - **participants are not charged.** Necessary funds are raised through sponsorships, grants, and donations. Nobody received money for their efforts. No volunteers stand to directly benefit financially (receive funds) from the event.
    - Example: A Festival for local general benefit that does not charge anyone to participate.
- Revenue Neutral
  - **some or all participants may be charged; but all funds go towards organizing the event or for a local, registered charitable cause.** No volunteers received money for their organizing efforts or stand to directly benefit financially.
    - Examples: A summer theater charges admission, which goes towards the cost of paying performers and marketing the event; the event is for local cultural benefit. A walk-a-thon or tournament raises funds for a registered charitable cause.
- Revenue Positive
  - **some or all participants may be charged. A goal is that funds in excess of those required to run the event may be generated.** There may be profits, which may be distributed to organizers, officers, or businesses involved.
    - Examples: A Tournament charges teams to participate, & fees are distributed to winning teams as well as to cover costs, or as a fundraiser for a non-charitable organization. A Circus charges admission.

5. The Cause. If funds raised through various means are going to support anything other than the event itself, please indicate the cause/charity/organization(s) that will receive funds:

## **PART II: STATEMENT OF PURPOSE, PUBLIC BENEFIT, & RESPONSIBILITIES**

*Answer here, or attach*

Why are you holding the event? What are the public benefits meriting taxpayer support? What are you requesting of the village?

*Feel free to discuss with Recreation Director (cell #: 585 245 1057) to help identify roles/responsibilities.*

## **PART III: HANDLING OF FUNDS.** *Answer here, or attach*

What safeguards exist in the handling of funds from point of collection to final use? Please explain how funds are to be handled, where they are kept, and how they are distributed.

\_\_\_\_\_  
signature of authorized organization representative

\_\_\_\_\_  
printed name, title, and date

### Events:

- may be provided with public space and some village staff time if a public benefit is clearly enumerated and agreed to by the Village Board.
- will generally be responsible for overtime costs of village employees, and any services or supplies that the Village deems that it would rather supply directly than have the organization supply and coordinate.
- will also be responsible for direct cost and coordination of required appurtenances and equipment, preparation and clean-up.
- will generally be responsible for providing volunteers to perform all duties except those specifically enumerated by the village as part of a written agreement.
- will generally be required to file a deposit to be determined by the Board, commensurate with the magnitude of work that might be required by the Village if the organization does not adequately perform its duties

### Timeline: *A timetable and deadlines for events requesting assistance.*

- 120+ days prior to the event: Submit this form, along with Facilities Reservation Request Form.
- 90+ days prior to the event: The Recreation Director and/or the Recreation Committee, will review and either recommend approval, or recommend revisions or clarifications. A meeting may be needed to negotiate responsibilities for specific items.
- 75+ days prior to the event: Revised Forms submitted for review, recommendations, and approvals.
- 60+ days prior to the event: Any negotiations, fees, and Village services will be finalized and acted upon by the Board.
- 45+ days prior to the event: The organization will receive a written confirmation of final action.

*\*\*\*All events should recognize that non-performance of obligations to the Village's satisfaction will put the event on probation. If similar problems occur the following year, the Village will withdraw its support and/or subsidy\*\*\**