

MEMORANDUM

TO: CLUBS/ORGANIZATIONS/BUSINESSES WISHING TO PARTICIPATE IN
BEDFORD OLDE TOWNE DAY 2018

FROM: Jane O'Brien
Bedford Parks & Recreation Department
Bedford Olde Towne Day Committee

DATE: April 5, 2018

The Bedford Olde Towne Day is months away, but preparations have already begun. This is an opportunity for community members to relax, meet new neighbors, see old friends and learn more about Bedford, its organizations and the special people who call it home.

In an effort to alleviate last minute decisions and phone calls regarding participation in Bedford Olde Towne Day 2018. I wanted to contact you and the organizations that you represent.

You may or may not have been a participant last year so basically this letter is to discuss some of the guidelines that would be involved. According to Bedford Olde Towne Day policy, **NO RAFFLES WILL BE ALLOWED.**

- If your organization wishes to provide a game or activity for adults and/or children to play, there will be **NO CHARGE** for your space.
- If your organization just wishes to set up a table to promote your cause, hold registration for the upcoming year, etc., the **fee would be \$50** for your space.
- Your organization can provide its own table or we can rent and reserve one for you. The **table rental fee is \$10** for an eight (8) foot table.
- If your organization wishes to sell items such as, T-shirts, cookbooks etc., 100% of the money taken in for these items goes back to your organization.
- Bedford Olde Towne Day 2018 is scheduled Saturday, **September 22, 2018** (Rain or Shine) from hours TBD.
- PLEASE COMPLETE THE ENCLOSED FORM & return it to the Park & Recreation Department by **August 1st**.
- If you have any questions contact Jane O'Brien @ 792-1305 or via e-mail jobrien@bedfordnh.org

BEDFORD OLDE TOWNE DAY – I WANT TO PARTICIPATE FORM

September 22, 2018 (Rain or Shine)

CLUB/ORGANIZATION/BUSINESS: _____

CONTACT PERSON: _____

Address: _____

Phone #: _____ Cell #: _____

E-Mail Address: _____

INFORMATION BOOTH ONLY (**no game \$50 fee**)

GAME or ACTIVITY BOOTH: _____
(Please describe)

SELLING ITEMS: _____
(Please list what items will be sold)

TABLE RENTAL # _____ (**table rental fee is \$10**)

Please return by **August 1st**

Jane O'Brien
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REV: 4-5-18