

PUTNAM VALLEY TOWN DAY APPLICATION 2025

DATE: **Saturday, September 20th, 2025**

HOURS OF OPERATION: **2-8 PM**

LOT SIZE: 10 X 10

TWO PARKING PASSES PER VENDOR

SET UP: Beginning at 12:00 PM

CLEAN UP: Beginning at 8:00 PM

FIREWORKS: 8:30 PM

FOR- PROFIT VENDOR _____ LOCAL NON-PROFIT _____
* (Check One) *
OUT OF AREA
NON-PROFIT _____

NAME OF ORGANIZATION _____

NAME OF OWNER _____

CONTACT NAME (if different than above) _____

TELEPHONE # _____ EMAIL: _____

SECOND CONTACT PERSON, IF ANY: Name, Phone Number and Email

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. _____

FEES:

LOCAL NON-PROFITS: NO COST SECOND LOT: \$10.00

OUT OF AREA NON-PROFITS: \$15.00 FOR 10 X 10; \$5.00 FOR ADDITIONAL LOT

FOR PROFIT VENDORS: \$50.00 FOR 10 X 10; \$25.00 FOR EACH ADDITIONAL LOT

ALL VENDORS MUST SUPPLY THEIR OWN EXTENSION CORDS, TABLES, CHAIRS AND WEIGHTED UMBRELLA OR TENTS. ALL TENTS MUST BE SECURELY WEIGHTED.

TOWN DAY FOOD CONCESSION APPLICATION

We/I understand that all Town Day 2025 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 2025 and the Town of Putnam Valley are 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 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 your 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 and 2 to: TOWN OF PUTNAM VALLEY, 265 OSCAWANA LAKE ROAD, PUTNAM VALLEY, NY 10579 Attn: SUPERVISOR'S OFFICE or via e-mail to emcginty@putnamvalley.gov

If you have any questions, please contact the Supervisor's Office at (845) 526-2121.

PLEASE REMEMBER TO PICK UP YOUR PARKING PASSES FROM THE SUPERVISOR'S OFFICE ON FRIDAY, SEPTEMBER 19th AT TOWN HALL.
