

**APPLICATION FOR CONTRACT FUNDING WITH WARREN COUNTY  
UNDER THE TOURIST AND CONVENTION DEVELOPMENT AGREEMENT**

I. ORGANIZATION AND CONTACT INFORMATION

1. A. Please set forth your complete corporate, association or group name.

\_\_\_\_\_

B. Please set forth the name of the event for which you wish to contract with Warren County.

\_\_\_\_\_

C. Please set forth the contract amount you propose to be paid by the County toward the event.

\_\_\_\_\_

2. Is the above name the only name you conduct business or fund raising under?  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If No, please provide all other names you use for business and fund raising purposes.

\_\_\_\_\_

3. If your organization is incorporated, please provide the state of incorporation and the complete corporate name, if different than set forth above.

\_\_\_\_\_

4. Please set forth your organization's principal business address.

\_\_\_\_\_

\_\_\_\_\_

5. Please set forth your organization's contact person and that person's address, email address and telephone number (this should be the person County representatives may contact for contract information or if there is a need for presentations before County Committees or other questions).

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

II. EVENT BACKGROUND INFORMATION

6. Please state the date or dates on which your event is planned to occur and for which you wish to contract with Warren County.

\_\_\_\_\_

7. Please set forth the planned location of your event.

\_\_\_\_\_

8. Please provide a general description of your event i.e. the nature and type of event and why it is held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Please describe what licenses, contracts and/or infrastructure have been or will be arranged to support the event.

\_\_\_\_\_

\_\_\_\_\_

10. Please state whether this is a one-time event in Warren County or whether you plan future events.

\_\_\_\_\_

11. Please set forth the number of attendees projected to attend the event.

a. \_\_\_\_\_

b. How did you determine this number of attendees?

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12. Please set forth the number of hotel, motel, inn, bed and breakfast or other overnight accommodations anticipated or projected and the length of stay anticipated .

No. Of Rooms anticipated \_\_\_\_\_ Length of Stay (per party) \_\_\_\_\_

How did you determine this number of rooms? \_\_\_\_\_

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13. If your organization has previously received funding from the County, please attach the previous year's performance report and zip code list. Please indicate the projected number of rooms that were anticipated to be used for the previous year's event.

\_\_\_\_\_

What was the **actual number** of rooms that were utilized? \_\_\_\_\_

How did you determine this number? \_\_\_\_\_

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If you expect this to change this year, please indicate your reasons below.

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14. Please set forth the marketing and advertising that is planned to occur. Please state, particularly the planned marketing and advertising areas (specify local, regional, state, national etc).

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III. EVENT FINANCING INFORMATION

15. Please set forth the total cost anticipated to be borne by your organization as sponsor for the event.

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16. Please set forth the funding that has been obtained or is expected to be obtained from the businesses, persons, governmental or non-profit agencies listed (an attachment may be provided instead of listing the same):

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17. Please set forth how much you expect to raise from admission charges or fees earned from participating vendors.

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18. Please set forth any other governmental or non-profit group financial assistance you have applied for (if this is already stated in response to paragraph 16, you need only to state this).

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19. Please set forth the total amount that your organization has calculated that needs to be raised to fund the event that is currently not available or expected to be available.

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20. Please attach your proposed budget for the event, showing anticipated income and expenditures.

21. Please set forth a description of any end product that will be generated as a result of this funding, and whether it is intended that such end product, or copy thereof will be furnished to Warren County.

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III. EVENT FINANCING INFORMATION (Continued)

22. Please set forth whether you are requesting payment:

A. \_\_\_\_\_ (For events of 2 or more consecutive days)

B. \_\_\_\_\_ (For events only over long periods of time)

(Choose One)

A. provided the event has occurred and concluded, within twenty-seven (27) days of the time of SPONSOR furnishes to the COUNTY: (i) a completed and properly executed COUNTY Voucher ; (ii) proof (copies of ads, invoices etc- not paid receipts or canceled checks) that the marketing and promotional opportunities were furnished to the COUNTY as required under this agreement; (iii) the performance report; and (iv) a final budget for the event.

**OR**

B. within twenty-seven (27) days of the occurrence of the first day of an EVENT that is planned to occur over a number of days, weeks or months, a portion of the amount payable under this agreement equal to the amount expended for promotion and marketing where the County Logo was used as identified in paragraph three (3) of this agreement not exceeding seventy-five percent (75%) of the amount payable under this agreement. The balance of the amount due under this agreement shall be payable at the conclusion of the EVENT upon SPONSOR furnishing (i) a completed and properly executed COUNTY Voucher ; (ii) proof (copies of ads, invoices etc-not paid receipts or canceled checks) that the marketing and promotional opportunities were furnished to the COUNTY as required under this agreement; (iii) the performance report; and (iv) a final budget for the event.

IV. WARREN COUNTY AGREEMENT INFORMATION

23. Please state whether you will agree to use the Warren County Tourism Logo with website provided by the Tourism Department in all advertisements, promotions and marketing materials distributed for the EVENT where reimbursement is requested and to secure prior approval by Tourism Department for the use and placement of the logo ***or*** if use is limited to certain promotional material, please describe where and when the logo will be used.

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**Please note:** Any advertising, promoting and marketing for the EVENT must include the Warren County Tourism logo with website to be reimbursed. Additionally, the sponsor shall provide, at no cost, up to one (1) full page of advertising as shall be requested by the County Tourism Department for County promotion and/or advertising in the primary program, directory, magazine or other publication used by the sponsor during the event.

24. Please state whether you have read the standard form County Tourist and Development Agreement which includes insurance requirements, and whether you are willing to be bound and execute the same, should the County determine to contract with your organization.
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I hereby certify that the above statements are true, complete and correct to the best of my knowledge and belief.

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TYPE OR PRINT NAME

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SIGNATURE

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TITLE

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DATE