

**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.

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

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

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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.

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

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

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5. Please set forth your organization's contact person and that person's 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).

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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.

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

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

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

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

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*(Continued on next page)*

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

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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 is anticipated . If your organization has previously received funding from the County, please attach the written report previously provided to the County which provided an estimate of the number of attendees to the event each day, together with a listing of the number of people from each zip code obtained each day of the event. If your organization was not previously required to furnish this report, and did not collect zip codes, please attach a written report which provides an estimate of the number of attendees and where the attendees may have resided to the best of your ability. Please feel free to use such qualifications to your information as you may feel necessary.

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13. 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

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

for the event.

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

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17. 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 15, you need only to state this).

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

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III. EVENT FINANCING INFORMATION (Continued)

20. 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. within twenty-seven (27) days of all of the following occurring: (i) conclusion of the event; and (ii) the furnishing of: (a) a completed and properly executed County Voucher; and (b) 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

**OR**

B. within twenty-seven (27) days of the occurrence of the first day of an event (where the event is planned to occur over a number of days, weeks or months), a portion of the amount payable equal to the amount expended for promotion and marketing where the County Logo was used as identified in paragraph three (3) of the agreement not exceeding seventy-five percent (75%) of the amount payable under the 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 and (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.

IV. WARREN COUNTY AGREEMENT INFORMATION

21. 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.

- 22. 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