



**WILLOW PARK
FACILITY AND EQUIPMENT RENTAL
POLICY NO. 02-21**

APPENDIX C – APPLICATION FOR BARNWELL SPONSORED EVENT

A Barnwell Sponsored Event means a community accessible event that the Village is organizing, hosting, or co-hosting with a charity or school.

If you want to partner with the Village and believe you may qualify as a Barnwell Sponsored Event, please complete the following:

Name of Person/Group Requesting Sponsorship: _____

Phone #: _____ Email: _____

Name of Event: _____

Brief outline of event and request:

When are you available to discuss this request? _____

Best way to reach you: _____

Acknowledgements, if approved:

- I understand that the Village of Barnwell will list this event on their calendar as a Barnwell Sponsored Event.
- I confirm that I will acknowledge the Village’s sponsorship in any public media releases or platforms associated with this event.
- I may be required to complete a separate Facility and Equipment Rental Agreement or Memorandum of Understanding depending on the nature of the sponsorship.

Signature of Applicant: _____ Date: _____

Signature of Administrator: _____ Approved / Not Approved