



January 21, 2026

Dear Friends of LaGrange,

Exciting news—we've begun planning for **LaGrange Community Day**, returning to Freedom Park on **Saturday, June 13th from 12-10pm!** This signature summer celebration is one of the largest and most anticipated events of the season, bringing together hundreds of residents, families, and neighbors to celebrate everything that makes our community special... **including YOU!** We need your support to make this incredible day happen.

Why become a Community Day sponsor?

- Connect with the community while increasing local visibility
- 100% of every sponsorship dollar goes directly toward the event
- **All Community Day sponsors receive:**
 - Exposure in our Community Day Guide mailed to over 5,500 residents
 - Complimentary table space at the event (*no political or advocacy groups*)
 - A choice of sponsorship levels with various benefits (**outlined on back of this letter**).

★ NEW THIS YEAR! Community Day Plus Sponsorship Level

This is an expanded Community Day sponsorship level that includes recognition at Community Day **PLUS** additional visibility at our other community events throughout the year including Spring Expo & Kite Festival, Fall Festival, and Festival of Lights Holiday Parade for businesses looking to expand their reach from a single day and event to throughout the year.

In addition to Community Day sponsorships, we also offer separate sponsorship opportunities supporting our Senior Social programs throughout the year. These sponsorships start at \$500 and help offset the cost of individual events that provide engaging, social experiences for our senior community, with recognition for sponsors at each gathering. Please contact the Recreation Office for more information at 845-452-1972!

Ready to join us?

Simply complete and return the attached sponsorship form or submit online at www.lagrangeparksandrec.com by clicking the Sponsor icon. **Please submit by April 1, 2026 to be included in the printed Community Day guide.**

Thank you for supporting LaGrange Parks & Recreation and helping us create the experiences that bring our community together. We look forward to celebrating with you!

Sincerely,

Sandy Washburn
Parks and Recreation Director
Town of LaGrange Parks and Recreation



2026 COMMUNITY DAY

SPONSORSHIP LEVELS

SPONSORSHIP BENEFITS		COMMUNITY DAY 4 PLUS - \$2,000	GRAND FINALE \$1,000	ROCKET \$275	FIRE CRACKER \$125	SPARKLER \$75
NUMBER OF EVENTS		4	1	1	1	1
SPRING EXPO (4/26/26)						
SPACE AT EVENT		●				
SIGNAGE AT EVENT		●				
LOGO ON ALL PROMOTIONS		●				
SOCIAL MEDIA SHOUTOUT*	DEDICATED	●				
IN MONTHLY NEWSLETTERS**		●				
EMCEE SHOUTOUTS AT EVENT		●				
LISTING ON TOWN SITE		●				
COMMUNITY DAY (6/13/26)						
FULL PAGE AD IN GUIDE***		●	●	●	●	●
HALF PAGE AD IN GUIDE***		●	●	●	●	●
BUSINESS CARD AD IN GUIDE***		●	●	●	●	●
SPACE AT EVENT		●	●	●	●	●
SIGNAGE AT EVENT		●	●	●	●	●
SOCIAL MEDIA SHOUTOUT*	DEDICATED	●	DEDICATED	COMBINED	●	●
IN MONTHLY NEWSLETTERS**		●	●	●	●	●
LISTED ON EVENT T-SHIRT		●	●	●	●	●
SIGNAGE IN TOWN HALL		●	●	●	●	●
EMCEE SHOUTOUTS AT EVENT		●	●	●	●	●
LISTING REGISTRATION SITE		●	●	●	●	●
LISTING ON TOWN SITE		●	●	●	●	●
FALL FESTIVAL (10/4/26)						
SPACE AT EVENT		●				
SIGNAGE AT EVENT		●				
LOGO ON ALL PROMOTIONS		●				
SOCIAL MEDIA SHOUTOUT*	DEDICATED	●				
IN MONTHLY NEWSLETTERS**		●				
EMCEE SHOUTOUTS AT EVENT		●				
LISTING ON TOWN SITE		●				
HOLIDAY PARADE (11/28/26)						
BANNER IN PARADE		●				
LOGO ON ALL PROMOTIONS		●				
SOCIAL MEDIA SHOUTOUT*	DEDICATED	●				
IN MONTHLY NEWSLETTERS**		●				
LISTING ON TOWN SITE		●				

*Social Media - 7,800+ followers **Monthly Newsletter - 4,300+ inboxes
 ***CD Guide mailed to 5,500+ residents

CHOOSE YOUR SPONSORSHIP ABOVE AND RETURN A CHECK MADE OUT TO "TOWN OF LAGRANGE" WITH THE COMPLETED SPONSORSHIP FORM ON THE FOLLOWING PAGE BY APRIL 1, 2026 TO BE INCLUDED IN PRINTED CD GUIDE.

FOR YOUR CONVENIENCE, WE'VE ALSO MADE THE SPONSORSHIP FORM AVAILABLE ONLINE AT WWW.LAGRANGEPARKSANDREC.COM!

CONTACT THE RECREATION OFFICE WITH ANY QUESTIONS AT 845-452-1972 OR RECREATION@LAGRANGENY.GOV.

COMMUNITY DAY 2026 SPONSORSHIP FORM

PLEASE COMPLETE ALL STEPS

STEP 1 CHOOSE YOUR COMMUNITY DAY SPONSORSHIP LEVEL

- NEW!** COMMUNITY DAY PLUS - \$2,000
 COMMUNITY DAY GRAND FINALE - \$1,000
 COMMUNITY DAY ROCKET - \$275
 COMMUNITY DAY FIRE CRACKER - \$125
 COMMUNITY DAY SPARKLER - \$75
- I'M INTERESTED IN SUPPORTING SENIOR SOCIAL PROGRAMS.
PLEASE CONTACT ME SEPARATELY WITH SPONSOR INFORMATION.

STEP 2 TELL US ABOUT YOUR ORGANIZATION/BUSINESS/INDIVIDUAL:

Sponsor Name (exactly as it should print):

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Website: _____

Facebook: _____

Instagram: _____

STEP 3 ARTWORK *Due by 4/1 to be included in printed Community Day guide.*

I will email a print ad and logo to tmeyer@lagrangenyny.gov

- Print ads will appear in the Community Day Guide in black and white.
- High resolution black and white or color .jpg or .png is accepted and will be converted to grayscale for printing.
- Sparklers may send a business card if electronic files are not available.
- Logos should be high-resolution color files suitable for small print and large-format signage.

STEP 4 COMPLIMENTARY SPACE AT EVENT *(No political/advocacy groups.)*

All table activities and materials subject to Parks & Rec approval.

Must be able to staff space from 12-5pm, no early take downs.

- Yes, we will use the space (*see info and complete waiver on back*)
 No, we will not use the space

STEP 5 DO YOU HAVE A PRIZE/GIFT CARD TO DONATE FOR GIVEAWAY? Y N

STEP 6 SEND FORM & CHECK MADE OUT TO "TOWN OF LAGRANGE" BY 4/1 TO BE INCLUDED IN PRINTED COMMUNITY DAY GUIDE:

Town of LaGrange Parks & Rec, 120 Stringham Rd, LaGrangeville, NY 12540

THANK YOU!

SPONSORSHIP APPLICATIONS WILL BE REVIEWED AND CONFIRMED BY EMAIL.

TABLE SPACE INFORMATION

We are excited to have you be a part of LaGrange Community Day!

*Please be sure to read these important guidelines,
answer the questions and sign the waiver below:*

1. Set-up begins after 9:00am. All vendors **must be fully set up by 11:30am** and park in designated vendor parking. No exceptions.
2. Table space **must remain open until 5:00pm**, unless otherwise approved by the Recreation Department.
3. **THIS IS SPACE ONLY.** Tables, chairs, signage, sign holders, and any supplies for setting up your area (approximately 7ft x 7ft) are provided by you, the vendor.
4. **No pop up tents allowed.** Vendors will be under the main pavilion unless otherwise discussed with the Recreation Department prior.
5. Town code **prohibits pets** in the park, unless service dogs. **No smoking or vaping** in the park.
6. Those selling food: Guidelines for food permits must be strictly followed. **Coordinate with the Department of Health and send a copy of permit to the office by 6/1/26** to be approved to sell.
7. **All table activities, sales, materials, and displays are subject to Parks & Recreation approval** and may require a Certificate of Insurance naming the Town of LaGrange as additionally insured submitted to Parks & Rec office by 6/1/26.
8. You will receive an approval email once this form has been submitted and reviewed. Once approved, **you are not permitted to change food, activities, demonstrations, etc.**
9. Vendors are **responsible for securing items** and booth contents against weather and theft.
10. Booth areas must be **left clean and free of debris** at the end of the event.

Describe what you plan to offer or display at your table (Information, raffles, giveaways, sales, demonstrations, etc) for approval:

Describe items you wish to sell at your table for approval:

Describe any activity, demo or performance you wish to have for approval.

Do you require electricity? Yes No (limited availability; not guaranteed)

HOLD HARMLESS AGREEMENT/WAIVER:

As the participant signed below, knowing fully that the Town of LaGrange Parks and Recreation Department provides this special event and all aspects associated with these being -Facility (s), and Equipment: I hereby: 1. Agree to furnish my own insurance in case of injury, 2. Assume all risks and responsibilities of possible injury involved with participating in this special event. 3. Further agree to indemnify and hold harmless the Town of LaGrange, department or employees, to include volunteers, from liability resulting from my participation in this event.

By signing the vendor/business acknowledges that they have read the foregoing Hold Harmless Agreement/Waiver and understand it's contents and that the vendor/business has been sufficiently informed of the risks involved and give voluntary consent in signing this Hold Harmless Agreement/Waiver with full intention to be bound by the same, and free from any inducement or representation.

Signature _____

Date _____