



Wethersfield Historical Society

150 Main Street, Wethersfield, CT 06109

Phone: 860.529.7656 Fax: 860.563.2609 Email: society@wethersfieldhistory.org

2024 “Taste of Wethersfield” Benefit Agreement

On behalf of Wethersfield Historical Society, I am writing to say how much we look forward to your participating in the society’s sixteenth annual “Taste of Wethersfield” Benefit on **Saturday, April 6, 2024 from 6:00 – 9:30 pm!** Your contributions are very meaningful to the society in our fundraising efforts in support of our many educational and cultural programs.

This letter will confirm our agreement and serve as our contract. Please **return one signed copy** of this letter to the society. Email kit.webb@wethersfieldhistory.org, fax (860) 563-2609 or mail to the address above.

Wethersfield Historical Society will provide:

- Access to the Keeney Memorial Cultural Center (200 Main Street, Wethersfield) between 2 pm and 5:45pm, April 1, 2023.
- One table with floor-length tablecloth and access to hand-wash stations.
- Access to a power outlet as needed
- Listing of your establishment in our event program and promotional materials.
- Payment of the Health Department permit fee for each vendor as applicable.

We ask that your establishment will provide:

- Signed and dated contract (this page), along with:
- A copy of your insurance company’s cover sheet naming Wethersfield Historical Society as “Additional Insured” for one million dollars in liability and liquor coverage (if applicable).
- Completed worksheet for the Wethersfield Health Department outlining your specific offerings of food/ beverage and procedures for that evening (attached) by **Monday, March 18.**
- Beverage samples to serve to up to 400 people with any necessary paper cups, etc., and representative(s) to staff your table.
- Set-up will be completed between 2 pm and 4 pm on April 6th, and food/beverage set up between 4:45 and 5:45pm. We encourage early set-up, as there is only one elevator for second-floor access, and **Doors open at 6pm sharp!**

Additionally, Wethersfield Historical Society will allow you to sell your commercially packaged product(s) that you are sampling to our guests; you must handle all payment arrangements. Wifi is available in the building.

Thank you again for your support of the “Taste of Wethersfield” Benefit. We look forward to welcoming you to the Keeney Memorial Cultural Center on April 6th! I hope you will not hesitate to contact us if you have any questions by calling 860-529-7656, or emailing kit.webb@wethersfieldhistory.org.

Warmest Regards,

Amy Northrop Wittorff
Executive Director



Establishment

Establishment/Owner/Manager’s Printed Name

Owner/Manager’s Signature

Date