

February 4, 2015

Dear Business Manager,

On behalf of Munster Parks and Recreation, we would like to invite you to be a sponsor of our 5<sup>th</sup> **Annual Farmer's Market**. This event takes place on Sundays, May 3 through October 11 at Munster Town Hall (1005 Ridge Road) from 8:00am – 2:00pm. This market attracts people from all over Munster as well as surrounding communities and has had an attendance of over 400 each Sunday. Throughout the season last year, we averaged 40 market vendors weekly.

We are seeking sponsorship for the Farmer's Market to help cover the cost of live music entertainment and advertising. In return of this event sponsorship, your business will receive the following benefits;

- **Option 1 - \$1,500 Sponsorship:** Your choice of 12 market days (10ft x 10ft booth space), logo in our Summer and Fall Recreation Guides, in all press releases and newspaper advertising, on our website, social media, and posters.
- **Option 2 - \$1,000 Sponsorship:** Your choice of 8 market days (10ft x 10ft booth space), logo in our Summer Recreation Guides, in all press releases and newspaper advertising, on our website, social media, and posters.
- **Option 3 - \$500 Sponsorship:** Your choice of 4 market days (10ft x 10ft booth space), logo in all press releases and newspaper advertising, on our website, social media, and posters.

If you plan on attending the market, you are required to bring your own table/tent; however, you are welcome to display any and all business and promotional items. If you do not want to attend, you may give us promotional material that will be displayed at the Munster Parks and Recreation booth on the number of market days allotted.

Your generosity will allow us to offset some of the expenses and allow this special event to become even more enjoyable for our patrons and vendors. Feel free to contact me if you have any questions. We look forward to working with you.

Sincerely,



Jessica Costello  
Recreation Supervisor



## Sponsorship Contract

### Munster Farmer's Market

*I agree to sponsor the 'Munster Farmer's Market' to be held at  
Munster Town Hall on Sundays, May 3 through October 11*

Name of Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Sponsorship Level

Option 1 - \$1,500

Option 2 - \$1,000

Option 3 - \$500

**If all sponsorship money received is not used for this specified event, the remainder will be redirected back to the Parks Department for use at other special events; in which case, the sponsor will receive additional recognition.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline for Summer Recreation Logo Placement: Friday, March 27**

Please invoice me: \_\_\_\_\_ Check enclosed: \_\_\_\_\_

Please make check payable to: Town of Munster

Send this contract and your check to:

Munster Parks and Recreation, Attention: Jessica Costello

1005 Ridge Road, Munster, IN 46321

Please email your logo (JPEG or PDF format) to: [jcostello@munster.org](mailto:jcostello@munster.org)

Your cancelled check is your receipt.