



January 2, 2013

City of Hornell
82 Main Street
Hornell, NY 14843

Attn: Board of Public Works
Board of Public Safety

Re: Use of Veterans Memorial Park at James Street
American Cancer Society, Relay for Life – June 8 – 9, 2013

The American Cancer Society's Relay for Life fundraising event will be held in Hornell, NY on Saturday and Sunday, June 8th & 9th, 2013. Please note the change, as we will be having our 2013 relay on Saturday & Sunday, with an ecumenical church service at 7:00am Sunday morning. This is a departure from previous events which were held on Friday & Saturday. We are hoping that changing to the Saturday start of the event will allow people that work more time to prepare the team sites and bring in more participants.

An "Application for Park Pavilion" has been completed and approval has been granted for the event (see attached copy). Insurance coverage for this event is provided by the American Cancer Society and an insurance certificate will be sent to the City of Hornell.

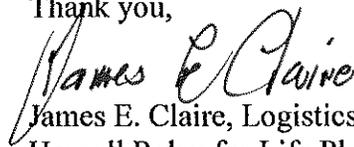
With submittal of this letter, the Hornell Relay for Life Planning Committee requests full use of Veterans Memorial Park at James Street for the event, starting on Saturday afternoon, June 8, 2013 through 7:00 am Sunday, June 9, 2013.

Included with this request, the Committee also requests support services, such as electrical and lighting, sand for the luminaries, use of pool house restrooms and portable toilets, bleachers, safety and security. The Committee will coordinate with the Departments of Public Works and Public Safety, Police Chief and Fire Chief for specific items requested. + Stage -!

The Relay Planning Committee sincerely appreciates the support provided by the City of Hornell in the past and we look forward to your continuing support for this most worthwhile fundraising event.

Please contact the undersigned, should you have any questions.

Thank you,


James E. Claire, Logistics Chair
Hornell Relay for Life Planning Committee
Home phone – 324-4348