



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-8049

MannoneD@town.sudbury.ma.us

LETTER OF AGREEMENT

Name of Vendor: _____ Name of Program: _____

Dates of Program: _____ Times of Program: _____

Vendor Fee per Participant: \$ _____ Federal Id or Soc. Sec. #: _____

Sudbury Park and Recreation will provide the following:

- Advertisement for the program in the seasonal Park and Recreation brochure that gets distributed to all Town of Sudbury residents. The size of the advertisement for each program will be determined by the space that is available in the brochure, not by program content or price.
- Develop registration forms and policies for participants to follow regarding programs.
- Process all participant registration forms and fees.
- Handle all refunds, cancellations, waitlists, and scholarships.
- Generate a class list of participants enrolled for the instructor prior to the start date of the program.
- Provide facility, tables, chairs, and proper lighting and heating, if using Park & Recreation facility.
- Cancel all morning programs (before 3pm) when Sudbury Public Schools close during inclement weather. The after hours answering service will be changed to reflect the status of programs after 3pm during inclement weather.
- Accept invoices for payment after the third week into the program, process the bill upon completion of services, and mail check to the provided address.

The vendor will provide the following:

- A completed Program Information Booking Sheet (available at the Park and Recreation Office).
- A signed Letter of Agreement (available at the Park and Recreation Office).
- Provide paper for any photocopies that wish to be made at the Park and Recreation Office.
- Handle any additional advertisement (if desired), with Park and Recreation approval.
- Design any flyers, notices, materials lists, welcome letters, etc.
- Provide a first-aid kit.
- Provide equipment for the program.
- Set-up the facility for special performances or occasions beyond usual usage.
- Pick-up the class list prior to the start of the program or request that it be emailed.
- Contact the Park and Recreation Office during inclement weather for a determination of status on any program held after 3pm. If it is to be cancelled the instructor is to make every effort to call people on the class list (setting up a phone tree during the first week of class is a good idea).
- Storage space for all equipment and supplies. Storage space is unavailable for vendors at all the Sudbury Park and Recreation facilities.
- Submit an invoice, with proper information, for payment no earlier than the third week into the program.

Vendor agrees to the above agreement with the Town of Sudbury Park and Recreation Department.

Vendor Signature: _____ Date: _____

Program Coordinator
Signature: _____ Date: _____

Recreation Director
Signature: _____ Date: _____

Town Manager:
Signature: _____ Date: _____