



City of Albany  
Office of Cultural Affairs  
Non-Profit Beer Garden Proposal



The City of Albany's Office of Cultural Affairs is seeking local, nonprofit organizations to provide a team of volunteers to assist in the Beer Gardens within the City's events. Volunteers are an invaluable asset which ensures the success of the City's events. The Department aims to establish and foster long standing, mutually beneficial partnerships with like-minded organizations and their volunteers. Duties include, but are not limited to pouring beer/wine to the event's patrons, in exchange for various opportunities that benefit the selected organization(s). We welcome your submission and thank you for your interest.

#### Benefits to the Non-Profit

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- Ability to receive tips for fundraising.
- A mandatory TIPs training will be provided for all volunteers a month before the events (3 year certification).
- Your organization will be included in the stage announcements.
- Opportunity to have a 10'x10' promotional booth at the event (table and chairs would be provided).
- Recognition and link on sponsor section of our web page: [www.albanyevents.org](http://www.albanyevents.org).
- Ability to add signage to Beer Garden.

#### Events & Requirements

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##### Tulip Festival | May 9<sup>th</sup> & 10<sup>th</sup> | 11:00am to 5:30pm

- Will need minimum of 20 people daily

##### Alive at Five Concert Series | Thursdays- June 11, 18, 25; July 9, 16, 23, 30; August 6 | 4pm to 8pm

- Will need minimum of 15 people per week

##### Dad fest | June 20th | 1:00pm to 6:00pm

- Will need minimum of 5 people on Sunday
- Dad Fest rain date will be on June 21<sup>st</sup>, volunteers need to be available for rain date.

##### Jazz Festival | September 12th | 12:00pm to 8:00pm

- Will need minimum of 5 people on Saturday

#### Submission Guidelines & Requirements

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- Provide Non-Profit Certification 501©3.
- Provide proof of General Liability insurance.
- Agrees to attend a mandatory two (2) hour TIPs training course a month before the events.
- Agrees to the terms and conditions.
- Provide organization-branded jar/container(s) for tips collections.
- Applicants may submit their application to [tversocki@albanyny.gov](mailto:tversocki@albanyny.gov).

#### Terms & Conditions

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- All volunteers must be 18 years or older to serve alcohol.
- The City of Albany reserves the right to review and approve any and all marketing/advertising items pertaining to any and all of the events described above.
- The City's selection of a nonprofit volunteer organization for these events will be based on the following criteria: (1) the organizations understanding of the guidelines and requirements; (2) the organizations ability to provide the minimum requirements that are asked within the application.

