

Olney Days Request for Partnership  
**Table and Chair Management for Olney Days 2024**

**Issue to Address**

Olney Days has two events that require rental folding tables and chairs. These events are Party in the Park on Saturday, April 27 and the Parade on Sunday, April 28. Party in the Park has need for set up and take down of *approximately* 110 six to eight-foot folding tables, 40 folding cocktail tables, and 375 folding chairs and the parade has the need for approximately 5 tables and 75 chairs.

**Olney Civic Fund's Vision**

Olney Civic Fund (OCF) envisions that an organization from the Olney area with ample strong volunteers and adult leadership will respond. On the day of the event, the organization will have the leadership structure and sufficient youth and adults to execute table and chair set up and take down with no additional support from OCF. Before Olney Days weekend, an OCF representative will walk the sites with the organization's leadership to review exact placement of tables and chairs. Maps will also be provided. The minimum requirement is 10 volunteers of which there are at least 2 adults to set up and to take down the tables and chairs on Saturday, April 27 and 4 volunteers of which there is at least 1 adult for Sunday, April 28.

**Requirements**

Olney Civic Fund will arrange and pay for the rental of the tables and chairs. The organization responding to this RFP will need to provide a moving truck (minimum 20 ft truck) with an adult licensed driver to pick up the tables and chairs from the rental location (in the past this has been Beltsville) to the following needed locations (maps will be provided for exact location of tables and chairs):

- Friday April 26 during business hours pick up table and chairs from the rental company (their staff will load the truck).
- Saturday April 27 starting at 12:30 am and finished by 2:00 pm - deliver and set up in Olney Manor Park according to provided map.
- Saturday April 27 after fireworks (estimate 9:00 pm) - wipe off tables and load truck of all tables and chairs in Olney Manor Park. The truck can enter event space once crowds have cleared enough to make driving safe, approximately 9:15 pm. At this point tables and chairs are folded and stacked neatly in the truck.
- Sunday April 28 by 11:00 am set up for the parade. This will include one check in table on Prince Philip and Menden Farm Rd and several tables for the Reviewing Stand and approximately 60 chairs for the Olney Concert Band on Spartan Rd. Rest of the tables and chairs stay in the truck.
- Sunday April 28 starting at 4:00 pm - pick up tables and chairs used for the parade and reload truck.
- Monday April 29 during business hours return all tables and chairs to rental company (their staff will unload the truck).

**Insurance**

A Certificate of Insurance (COI) listing Olney Civic Fund as an additional insured is required. All participating volunteers must have a signed waiver holding Olney Civic Fund harmless (if needed, Olney Civic Fund can provide the waiver). For MCPS groups, the school system can provide the COI and Olney Civic Fund can connect you to the right person.

**Donation**

A donation of \$1,000 will be made from Olney Civic Fund to the recipient organization for your participation in this event.

**Questions**

OCF will answer questions about this Request for Partnership through [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or call Barbara Falcigno at 301-332-4554.

**Application**

Return attached application form by December 30, 2023 to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or by mail to Olney Civic Fund, PO Box 661, Olney, MD 20830. A decision will be made by the end of January 2024.

## **Application to Manage Table and Chairs at Olney Days Party in the Park 2024**

Name of Organization:

Mission of Organization and its impact on the greater Olney Community:

Name of contact person:

Email of contact person:

Cell phone number of contact person:

Is the organization a 501c3 non-profit (this is not required)?

Number of adult volunteers in the organization:

Number of youth volunteers in the organization:

How will your organization assure that you will have sufficient participation during Olney Days weekend?

Attach a list of the names of volunteers who will work the event on April 27 and 28, 2024.

Describe events this organization has done in the past that have mobilized your membership. It does not need to involve table and chairs - we want to understand how this organization has been able to successfully complete tasks requiring a large number of volunteers.

The criteria to evaluate the proposals will first look at ability to successfully fulfill the requirements and then mission of organization and its impact in/or around Olney. Return application form by December 30, 2023 to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or by mail to Olney Civic Fund, PO Box 661, Olney, MD 20830. A decision will be made by the end of January 2024.