

February 6, 2020

Jackie Greer  
Town Clerk  
Town/Village of Harrison  
Alfred F. Sulla, Jr. Municipal Building  
1 Heineman Place  
Harrison, NY 10528

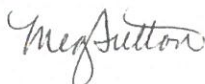
Dear Jackie,

St. Vincent's Hospital Westchester 11<sup>th</sup> Annual 5k Run/Walk event is planned for Saturday May 9, 2020. We are requesting to be added to the Town/Village Board March 5<sup>th</sup> agenda for event approval. This will enable us to proceed with the advertising and marketing of the event. The details of the event are as follows:

DESCRIPTION: 5K Run / Walk - St. Vincent's Hospital Spring Sprint  
DATE: Saturday, May 9, 2020  
RAINDATE: (none)  
TIME: Check-in 8:00 a.m. Start 9:00 a.m. Finish 11:30 a.m.  
LOCATION: St. Vincent's Hospital, 275 North Street, Harrison - Start and Finish  
Race Course: North Street, right Park Drive S, right  
Manhattan Avenue, left Park Drive S, return to hospital.  
CONTACT: Meg Sutton, Director of Development, St. Vincent's Hospital,  
914 925-5411 [msutton@svwsjmc.org](mailto:msutton@svwsjmc.org)

The hospital's COI (listing the Town/Village of Harrison), the notarized special events application and the certificate of Worker's Compensation insurance and NYS Disability form will be sent shortly. We are asking if the special event fee can be waived. We will be using the services of the Harrison police for safety. Please contact me at the number listed below if there are any questions or further information needed to proceed with our request. I look forward to hearing from you soon.

Sincerely,



Meg Sutton  
Director of Development  
914 925-5411