



MUSIC IN THE PARK SPONSOR BOOTH APPLICATION AND GUIDELINES



Wednesday Evenings June 19—July 31, 2019

Please read and complete the Booth Space Application and review the guidelines for Music in the Park.

BUSINESS/NON-PROFIT NAME: _____ **CONTACT NAME:** _____
MAILING ADDRESS: _____ **CITY:** _____ **ZIP:** _____
PHONE NUMBER: () _____ **FAX NUMBER:** () _____
EMAIL: _____@_____

Please check the categories that best describe your booth:

- Apparel Art Collectibles Home & Garden Health & Fitness Jewelry
- Pets Toys Commercial Hand Crafted Business Information
- Other, I will be selling the following items: _____

FEES

Date(s) Requested (m/d)

- One (1) event \$50 (\$50 per night) 1.____/____
- Two (2) events \$90 (\$45 per night) 1.____/____ 2.____/____
- Three (3) events \$120 (\$40 per night) 1.____/____ 2.____/____ 3.____/____

REFUNDS WILL ONLY BE ISSUED IF THE DEPARTMENT CANCELS THE EVENT.

I fully understand that my participation, in the above-mentioned activity, presents exposure to the risk of personal injury, death or property damage. I hereby acknowledge that participation in this event is voluntary and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of San Dimas, its officers, agents, employees or volunteers for any injury, death or damage to or loss of personal property arising out of, or in connection with, participation in the event/class from whatever cause, including the active or passive negligence of the City of San Dimas, its officers, agents, employees or volunteers or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Dimas from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class. I also agree and acknowledge that participant may be photographed while participating, and release use of the photographs for reproduction in City sponsored publications.

I understand that, if selling any items, I must provide a copy of my sellers permit and special event certification listing the address of this temporary event, Civic Center Park, 245 East Bonita Avenue, San Dimas, CA 91773, and that failure to do so will prevent me from being eligible to participate at Music In The Park.

I have carefully read this release, hold harmless and agreement not to sue, and fully understand its contents. I have read the Guidelines for Music in the Park booth space, and I agree to abide by the stated rules and procedures. I am aware that it is a full release of all liability, and sign it on my own free will.

Signature: Date: _____

Name & Title: _____

Booth space application and all required documents can be mailed to:
City of San Dimas Parks and Recreation Department
c/o Music in the Park
245 East Bonita Avenue, San Dimas, CA 91773
Email to: dborba@ci.san-dimas.ca.us.

CITY OF SAN DIMAS PARKS AND RECREATION DEPARTMENT GUIDELINES FOR MUSIC IN THE PARK



Event Dates: **Wednesday Evenings June 19—July 31, 2019**

Registration Deadline: Two weeks prior to the concert date requested

Vendor Set-up: 5:30 pm—6:30 pm

Concert Time: 7:00 pm—9:00 pm

Sale time: 6:00 pm—9:00 pm

Location: Civic Center Park, 245 East Bonita Avenue, San Dimas, CA

Requirements: Music in the Park Rules and regulations, California Resale Certificate required.
Special Event Certification (Form BOE 410-D) listing the temporary location required.

MUSIC IN THE PARK RULES AND REGULATIONS

The City of San Dimas Music in the Park concerts are designed to enhance the arts and cultural environment for the residents of San Dimas by providing free musical concerts to the public. The Department prefers that the venue of first choice for vendors be the San Dimas Farmers Market. However, the Department recognizes the limits of the Market as well as the benefit of having a few booths operating in the area of the concert. Thus, the following is the guideline for non-profit and commercial businesses requesting booth space at Music in the Park at Civic Center Park. These guidelines in no way supersede the policy established for Music in the Park sponsors.

- ⇒ No more than Three (3) commercial/non-profit booth spaces will be allowed at each event.
- ⇒ Applicant display time will begin at 6:00 pm and end at 9:00 pm. The park closes at 10:00 pm.
- ⇒ Applicants are allowed a booth for a maximum of three (3) events. Dates are available on a first come first served basis and all applications must be submitted to the Recreation office at San Dimas City Hall.
- ⇒ Non-profit applicants are allowed and may solicit for donations.
- ⇒ Hand crafted applicants are allowed.
- ⇒ Commercial applicants are allowed subject to review and pre-approval by the Department.
- ⇒ No "used", "flea market/garage sale" items are allowed.
- ⇒ No food applicants of any kind are allowed.
- ⇒ Any vendor offering items for sale must provide a copy of their sellers permit, and must provide a Special Event Certification (Form BOE 410-D) listing the location address of this temporary event, Civic Center Park, 245 East Bonita Avenue, San Dimas, CA 91773.
- ⇒ Applicants will be given a designated 10 foot x 10 foot booth space on the western end of the park.
- ⇒ All booths will be located in this geographic area regardless of product or information type.
- ⇒ No electricity is provided. Only battery operated lighting is allowed. No generators, candles, etc.
- ⇒ **Applicants must provide their own canopy, table and chairs. All tables, chairs and vendor items must fit within the 10 foot x 10 foot booth space. One advertising banner is allowed. It may be no larger than 3 feet by 6 feet and can only be posted in front of the booth area.**
- ⇒ Booth items must not impede accessible pathways.
- ⇒ Participants may not drive any vehicles on the park. Equipment and supplies must be carted or carried onto the park. Applicant will need to bring their own equipment and set-up crew.
- ⇒ No amplification or music is allowed.
- ⇒ Set-up must be completed by 6:30 pm. Sale/promotion hours are 6:00-9:00 pm
- ⇒ All City rules, regulations and ordinances must be obeyed.
- ⇒ All county, state and federal regulations and laws must be obeyed.
- ⇒ The City of San Dimas is not responsible for any loss or damage to products, personal property or vehicles. City ordinance prohibits the consumption of alcoholic beverages in the park.

I have read and understand these guidelines. Please initial: _____

Please sign the agreement on the other side. Questions, call 909-394-6230.

City Use Only

Resale Certificate (if applicable) _____ BOE Form 410-D (if applicable) _____ Payment Received _____ Staff _____

Approved Declined Date Received _____

Notes: _____