



EVENT SPONSOR/PARTNER APPLICATION

Dawson County Parks & Recreation hosts an annual Trunk or Treat event on October 31st at Rock Creek. The fun begins at 4:00pm and ends at 6:00pm. The purpose of this event is to provide the children in the community with a safe place to trick-or-treat and enjoy the festivities of Halloween. Rock Creek is a well-lit area that provides plenty of parking, restrooms, and easy access! The event will be in a designated area in the park that is sectioned off from vehicle traffic, providing a traffic-free area for the children.

We welcome schools, daycares, businesses, and other groups to come out and set up a trunk-or-treat booth for the kids. The sooner you register as a vendor, the more sponsorship recognition you will receive! Each group is encouraged to have a family-friendly theme and decorate/dress accordingly! And don't forget the treats...candy, small toys, stickers, temporary tattoos, etc.

Plan for 1,000+ children.

Admission to this event will be FREE and we'd like for the activities to be FREE also.

Groups planning to offer an activity in addition to giving out candy should plan accordingly for your volunteers/staff to potentially be split into separate, but adjacent areas. Parks & Rec. can provide a table to the first 20 groups who request one (one per group).

In the event of inclement weather, we will notify all vendors with the plan of action.

Request for hosting specific activities will be granted on a first-come, first-serve basis. We want everyone to be successful so most activities will be limited to one group only. Examples of other activities we'd love to see at the event:

- Hay rides
- Trackless train rides
- Face-painting
- Crazy Hair
- Bounce house (will allow multiple groups to do this)
- Costume contest
- Carnival games (i.e. ring toss)
- Treat bag give-away station (for kids who show up without a bag for their candy)
- We're open to suggestions so fire away

Contact Buffie Hamil at bhamil@dawsoncountyga.gov if you have questions or would like more information.



Dawson County Parks & Recreation Event Sponsor/Partner Application

445 Martin Rd. • Dawsonville, GA 30534

706-344-3646 (Phone) • 706-344-3647 (Fax) • recreation@dawsoncounty.org (Email)

This vendor agreement is entered into by and between Dawson County Parks & Recreation (DCPR) and

Applicant Information

Company/Organization: _____

Contact Person: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Booth Space Information

Event Name: **Trunk or Treat** Event Date: **October 31st 4:00-6:00pm**

Trunk, table, activity (check all that apply)? Trunk Space Table Space Activity Space

Will you be giving away candy, toys, or other? Candy Toys Other _____

Please list specific goods/services that you plan to have available at your space (i.e. treats, toys, bounce house, carnival game, etc):

Do you plan to charge a fee for any goods/services? Yes No

Do you need DCPR to provide a table (maximum of 1 table per applicant)? Yes No

Special requests? _____

Applicant Authorization

I have read, understand, and agree to the Contract Terms & Conditions (Page 3).

 Authorized Signature: _____ Date: _____

DCPR USE ONLY

Deposit Amount \$ **No charge**

DCPR Employee Signature _____ Date _____

Applicant Contract Terms & Conditions

1. This agreement shall be effective for the duration of the event.
2. Applicant agrees to comply with all of DCPR's time deadlines throughout the term of this agreement.
3. All goods and services at DCPR events must be family-friendly and suitable for all ages. All goods and services are subject to DCPR's approval.
4. All food vendors must comply by all guidelines, regulations, and fees set forth by the Dawson County Health Department.
5. The placement within the event area is at the discretion of DCPR.
6. DCPR will not be held liable for any damages to the applicant's property throughout the term of this agreement.
7. Electrical plug-ins may be used upon request and will be approved on a first-come, first-serve basis.
8. Applicant is responsible for providing all necessary equipment for space (including drop cords, gas for generator, etc.)
9. A completed and signed application must be submitted to DCPR.
10. Applicant agrees to comply will all of DCPR's Park Rules throughout the term of this agreement.
11. Applicant may elect to schedule an appointment with Park Staff to visit the event site prior to event date.
12. Applicant is responsible for all set up and break down associated with their equipment.
13. Applicant is responsible for picking up all trash and clearing out booth space at the end of the event.
14. Applicants must wait until the end of the event to begin breaking down their area and exiting the event area.
15. This event is intended to be free for the community. If DCPR approves vendor sales, all proceeds must benefit a non-profit organization and vendor will be required to pay 20% of sales and complete a Vendor Report prior to departure on final event day.
16. The following payment methods are accepted:
 - Cash
 - Check made payable to Dawson County Parks & Recreation
 - Credit/Debit card (3% convenience fee applies)
17. All payments are final.

***For more information, please call Buffie Hamil
at 706-344-3646 Ext. 224 or E-mail bhamil@dawsoncountyga.gov.***

Please submit application to Buffie Hamil.

Mail to: P.O. Box 808 Dawsonville, GA 30534

E-mail to: bhamil@dawsoncountyga.gov

Fax to: 706-344-3647

Drop off: 445 Martin Rd Dawsonville, GA 30534