

**PUMPKIN SHOW PARK
INSTRUCTIONS, RULES, & PROCEDURES**

**ALL FORMS MUST BE COMPLETED IN THEIR ENTIRETY. INCOMPLETE FORMS AND / OR FAILURE TO SUBMIT REQUIRED FORMS
MAY RESULT IN THE APPLICATION FOR USE OF THE PUMPKIN SHOW PARK BEING DENIED.**

1. OBTAIN A COPY OF THE APPLICATION FORMS.
 - A. SEND A WRITTEN REQUEST FOR USE OF THE PARK VIA E-MAIL TO: PUMPKIN-PARK@GMAIL.COM
 1. INCLUDE (1) THE NAME OF THE EVENT SPONSOR / ORGANIZER, (2) A SUMMARY OF THE EVENT, (3) THE DATES AND TIMES OF THE EVENT, (4) THE CONTACT PERSON'S NAME, TELEPHONE, AND EMAIL.
 2. ATTACH A COPY OF THE SPONSOR / ORGANIZER'S NON-PROFIT DOCUMENTS (IF APPLICABLE).
 3. THE REQUIRED FORMS WILL BE FOWARDED VIA RETURN E-MAIL.
 - B. IN PERSON CONTACT AT THE PUMPKIN SHOW OFFICE, 159 E. FRANKLIN STREET, CIRCLEVILLE, OH, 43113
2. COMPLETE THE APPLICATION FORMS IN THEIR ENTIRETY.
 - A. INCLUDE A COPY OF THE SPONSOR / ORGANIZER'S CERTIFICATE OF LIABILITY INSURANCE.
 1. APPLICATIONS SUBMITTED WITHOUT A CERTIFICATE OF LIABILITY INSURANCE WILL BE RETURNED.
 2. FOR EVENTS THAT INVOLVE ALCOHOLIC BEVERAGES, THE CERTIFICATE OF LIABILITY INSURANCE MUST CONTAIN SPECIFIC LANGUAGE RELATED TO COVERAGE AND THE USE OF ALCOHOLIC BEVERAGES, AND / OR "DRAM-SHOP COVERAGE", AND / OR CIRCLEVILLE PUMPKIN SHOW INC." AS AN ADDITIONAL NAMED INSURED.
 - B. INCLUDE A COPY OF THE SPONSOR / ORGANIZER'S NON-PROFIT DOCUMENTS (IF APPLICABLE).
 - C. INCLUDE A **NON-REFUNDABLE** RESERVATION DEPOSIT EQUAL TO 50% OF THE TOTAL FEES (CHECK OR MONEY ORDER ONLY).
 1. APPLICATIONS SUBMITTED WITHOUT A RESERVATION DEPOSIT WILL BE RETURNED.
3. SUBMIT ALL DOCUMENTS VIA US. MAIL TO:
 - A. PUMPKIN SHOW PARK, 159 EAST FRANKLIN STREET, CIRCLEVILLE, OHIO 43113
4. APPLICATIONS MUST BE RECEIVED A MINIMUM OF THREE (3) WEEKS PRIOR TO THE EVENT.
5. THE SPONSOR / ORGANIZATION'S REPRESENTATIVE WILL BE CONTACTED BY EMAIL AND PHONE ONCE THE APPLICATION IS PROCESSED, APPROVED, OR DENIED.
6. ONCE THE USE OF THE PARK IS APPROVED, OBTAIN THE REQUIRED PERMIT FOR THE ACTUAL EVENT FROM THE CITY OF CIRCLEVILLE. / POLICE DEPARTMENT.
7. USE OF THE PARK MUST NOT DISRUPT THE DOWNTOWN BUSINESS ACTIVITIES.
8. PERMITS, ISSUED BY THE Ciry OF CIRCLEVILLE, ARE REQUIRED FOR ALL EVENTS .
9. SOLICITATION AND / OR POLITICAL EVENTS ARE PROHIBITED
10. TABLES, CHAIRS, FURNISHINGS, AND TENTS / CANOPY'S WILL NOT BE PROVIDED UNLESS PERMANENTLY INSTALLED WITHIN THE PARK. ANY ASSOCIATED COSTS OF THESE ITEMS FOR USE DURING THE EVENT ARE THE SOLE RESPONSIBILITY OF THE SPONSOR / ORGANIZER.
10. ANY AND ALL SOUND EQUIPMENT, ALONG WITH THE ASSOCIATED COST OF THE EQUIPMENT, IS THE SOLE RESPONSIBILITY OF THE SPONSOR / ORGANIZER
11. ANY AND ALL PORTABLE RESTROOM FACILITIES, ALONG WITH THE ASSOCIATED COST OF THE FACILITIES, ARE THE SOLE RESPONSIBILITY OF THE SPONSOR / ORGANIZER. FOR ALL EVENTS INVOLVING THE USE OF ALCOHOLIC BEVERAGES, OR MORE THAN THREE (3) HOURS IN DURATION; NOT INCLUDING SET-UP AND TEAR DOWN; PORTABLE RESTROOMS WILL BE REQUIRED AND WILL BE PLACED WITHIN THE AREA DESIGNATED BY THE PARK MANAGEMENT.
12. VEHICLES ARE PROHIBITED WITHIN THE PERIMETERS OF THE PUMPKIN SHOW PARK, WITHOUT WRITTEN APPROVAL FROM PARK MANAGEMENT.
13. ANY AND ALL OPEN FIRES ARE PROHIBITED.
14. THE EVENT SPONSOR AND / ORGANIZER IS RESPONSIBLE FOR ALL CLEAN-UP OF THE PARK AFTER THE EVENT; INCLUDING BUT NOT LIMITED TO, ANY AND ALL TRASH REMOVAL.
15. A DESIGNATED REPRESENTATIVE FROM THE SPONSOR AND / OR ORGANIZER WILL BE REQUIRED TO BE ON-SITE FOR THE DURATION OF THE EVENT, WITH FULL CONTACT INFORMATION PROVIDED TO THE PARK MANAGEMENT
16. "CIRCLEVILLE PUMPKIN SHOW INC." RESERVES THE RIGHT TO CANCEL ANY EVENT, OR REVOKE ANY USE AGREEMENT, SHOULD THE APPLICATION HAVE BEEN FILED AND / OR APPROVED UNDER FALSE PRETENCES OR VOILATIONS OF THE RULES, PROCEDURES, AND GUIDELINES.
17. PUMPKIN SHOW PARK IS PRIVATE PROPERTY, OWNED BY "CIRCLEVILLE PUMPKIN SHOW INC.". THESE RULES, PROCEDURES, AND GUIDELINES APPLY TO ALL APPLICATIONS FOR EVENTS HELD WITHIN THE PARK, OR ASSOCIATED EITH THE PARK, UNLESS SPECIFICALLY WAIVED BY THE PUMPKIN SHOW EXECUTIVE BOARD.