



# CITY OF KYLE

## Parks & Recreation Department

700 Lehman Rd. - Kyle, Texas 78640 (512) 262-3939 sboyer@cityofkyle.com

### Movies in the Park **Paid Vendor Guidelines** **HOCUS POCUS- OCTOBER MOVIE**

On behalf, of the City of Kyle, we would like to thank you for your interest in being an official vendor for our Halloween Movie in the Park. On Friday October 18th, the City of Kyle will be hosting its annual Halloween Movie in the Park. Movies will begin roughly 30-40 min after sundown, which is at 7:00pm. This is a great opportunity to promote your organization, while also providing a fun and safe event for the citizens of Kyle. Set-Up for vendors will be anywhere from 5:30pm until 6:30pm. The official event time is from 7:00pm-10:30pm. Vendors are not allowed to set up earlier than 5:30pm and are encouraged to stay through the duration of the movie.

#### VENDOR RULES:

- Each vendor will need to complete a vendor contract to register for a space that will **not** include electricity. Vendor shall provide all items and utility services needed for their booth. Electricity, tables, chairs, tents/canopies, and other supplies will not be provided. In addition, vendors shall keep their space litter free at all times and shall not use loudspeaker systems.
- Organizations and businesses may display a banner or sign advertising their business. The Kyle PARD reserves the right to require the removal of any advertising or merchandise considered to be offensive to the family nature of this event.

#### CONTRACT TERMS:

**Your Company-** will set up a booth in the parking lot near the Gregg-Clarke Park Soccer Field on Friday form 5:30 pm and are encouraged to stay through the duration of the movie and is committed to the following times:

- Payment of \$35.00 for Craft Vendors & \$50.00 for Food Vendors for each of the above listed dates made on or before the Wednesday prior to each Friday Showing
  - Vendor Set-up by 6:30pm
  - Ready starting at 7:00pm
- May stay through the Duration of the movie which will end roughly 10:30pm
  - Designated spot will be blocked out with cones



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### Movies in the Park

## Hocus Pocus – **Paid** Vendor Contract

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Per space Total:\$ \_\_\_\_\_

#### **CERTIFICATION AND RELEASE OF LIABILITY:**

I, the undersigned, certify that I am 18 years old or above participating in the *Movies in the park*. I understand that falsification of any information on this form may disqualify me from this event. In consideration of the acceptance of my registration in the *Movies in the Park*, I hereby release the City of Kyle, the City of Kyle Parks and Recreation Department, their agents, employees, officers, and servants from any and all damages and injuries which may occur while I am participating in the *Movies in the Park*. I certify that I have the legal authority to execute this release on behalf of myself. I also certify that I have received and read this application form completely. I understand that the City of Kyle Parks and Recreation Department staff have the authority to remove participants from the event without refund.

**Permission for Photography:** The City of Kyle Parks and Recreation Department staff have the authority may use photographs of me to promote the event.

**Permission for Medical Treatment:** I acknowledge that I have given my authorization for myself to receive medical attention in case of injury or an emergency.

**Permission for Equipment Release:** I understand that whatever equipment I bring to the event is at my own risk and the City of Kyle is not responsible for lost, stolen, or damaged property. I further understand that I will be responsible for any equipment issued to me by the City of Kyle and will return it to the same person and in the same condition as when I received it.

Signature: \_\_\_\_\_

**Please sign and return Vendor Application with payment on or before 5 days of the approved vendor application.** Vendor contract must be scanned and emailed to

sboyer@cityofkyle.com or mailed to the City of Kyle - Parks and Recreation Department, 700 Lehman Rd. Kyle, TX 78640.

**Any Questions Please call Shane Boyer (737)414.3873**