

# HALLOWEEN CARNIVAL 2017



## Booth Registration Form

Food booth applications are due with payment by **Friday, October 20th.**

NON-Food booth applications are due with payment by **Monday, October 23rd.**

**Applications and payments must be dropped off at the Parks & Recreation Office, located at 314 Clifton Drive (Civic Center) - 907.835.2531**

If your organization would like to sponsor more than one booth, please fill out a separate application for each booth.

Organization Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### FOR A GAME AND/OR ACTIVITY BOOTH:

Will you be using extension cords? Yes  No  How many outlets? \_\_\_\_\_

(No extension cord may be connected to more than one electrical device).

Please give a brief description of your booth and what it will entail: \_\_\_\_\_  
\_\_\_\_\_

Cost to participate (# tickets): \_\_\_\_\_

(1 Ticket = \$.50 ; remember, this is a fundraiser for your organization!)

Will there be prizes ? Yes  No

If YES, what will the prizes be ? \_\_\_\_\_

(leave blank if not yet decided, information must be provided to P&R by October 20th.)

Does your booth need to be located next to another booth? If yes, please specify who and why: \_\_\_\_\_  
\_\_\_\_\_

### FOR A FOOD BOOTH:

Will you require extension cords? Yes  No

If yes, how many outlets will you need? \_\_\_\_\_

Will meat be served? Yes  No

If yes, DEC Food Handlers' Permit is required by October 16th.

Permit # \_\_\_\_\_  
(leave blank if not yet received, number must be provided to P&R by October 20th)

The food being served will be: \_\_\_\_\_

**BOOTH DEPOSIT IS \$25.00.** GROUPS THAT DO NOT ATTEND THE MANDATORY MEETING ON FRIDAY, OCTOBER 27TH WILL HAVE \$5 DEDUCTED FROM THEIR DEPOSIT. GROUPS THAT ARE NOT SET-UP BY 5:15PM ON OCTOBER 31ST OR DO NOT HAVE THEIR AREA CLEANED UP AND CHECKED OFF BY PARKS & REC WILL HAVE \$20 DEDUCTED FROM THEIR BOOTH DEPOSIT. ORGANIZATIONS THAT ATTEND THE MANDATORY MEETING, ARE SET UP BY 5:15PM, STAY OPEN TILL 8:30PM, CLEAN UP THEIR AREA AFTERWARDS, GET CHECKED OFF BY PARKS & REC AND MEET ALL ADDITIONAL CRITERIA WILL RECEIVE A 100% REFUND OF THE BOOTH DEPOSIT.

We have read and understand the rules and guidelines contained in this Halloween Carnival newsletter, and agree to abide by them. We understand that one representative from our organization needs to be present at the meeting on October 27th at 6:00pm in the Civic Center Ballroom A.

Signature \_\_\_\_\_ Date \_\_\_\_\_