

## **Halloween In The Park 2021**

The City of Farmers Branch Parks and Recreation Department invites your non-profit organization to participate in **Halloween In The Park** by hosting a *Carnival Game Booth Fundraiser*.

*Halloween In The Park* is set for Saturday, October 30 from 5-10 p.m. at the Farmers Branch Historical Park, located at 2540 Farmers Branch Lane. Activities include family entertainment at the stage, bounce houses, photo buttons, Boo-ville area, carnival games, concessions, and more! The Haunted Hedge will be open from sunset until 10 p.m. Boo Passes, which give Farmers Branch residents free entry, will be available in advance at select City facilities. Residents without a Boo Pass can still get in free with proof of residency. Non-resident admission for ages 4 and up is \$5 per person. There are fees associated with game booths, concessions, Haunted Hedge, and other attractions. Visit [fbspecialevents.com](http://fbspecialevents.com) for additional information.

### *Carnival Game Booth Reservation Details:*

- \$35 non-refundable fee includes use of a 10' x 10' tent, access to electricity, and the opportunity to promote your organization to thousands of event attendees.
- You provide the game, equipment, supplies, volunteers/staff, etc.
- Charge \$.25-1.00 to play a game.
- Your organization keeps all the money raised.

Game booths are limited and reserved on a first-come, first-served basis. Limit one game booth per organization. Game booths require preapproval to avoid duplicate games. The organization's contact person will be notified when the reservation is confirmed or if the organization is placed on a waiting list.

### *September 1-30*

Reservations for Farmers Branch non-profit organizations

### *October 1-15*

Open to non-profit organizations outside of Farmers Branch if space is available

Volunteers with an organization must be at least 16 years of age. Volunteers are encouraged to dress in costume. Organizations must be able to operate the game booth the entirety of the event. Game booths may not shut down early without approval from the Event Coordinator or another authorized City staff member.

If your organization is interested in participating, please complete the *Game Booth Request Form* and Hold Harmless Agreement on the following page and return to:

Jessica Alvarado, Assistant Recreation Manager  
Farmers Branch Community Recreation Center  
14050 Heartside Place, Farmers Branch, TX 75234  
Office: 972-919-8765 • Main: 972-247-4607  
[jessica.alvarado@farmersbranchtx.gov](mailto:jessica.alvarado@farmersbranchtx.gov)

Note: Please retain this page (page 1) for your records.

# Halloween In The Park 2021

## Game Booth Request Form

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Game\*: \_\_\_\_\_

*\*pre-approved to prevent duplicate games*

We will charge: \$ \_\_\_\_\_ per person, per play (max. is \$1.00)

- The City of Farmers Branch will provide a 10' x 10' area including a pop-up tent for a game booth.
- \_\_\_\_\_ Yes, we want our game booth area located near an electrical outlet.
- We are responsible for providing all equipment to include change, tables, chairs, tape, extension cords (50 ft recommended), signs, candy, prizes, decorative lighting, game, etc.
- Candy must be individually wrapped. No gum, please. Prizes must be appropriate for children and may not depict or promote tobacco, alcohol, or drug products or be religious in nature. Fire Code prohibits open flames.
- Game fees may not exceed \$1.00 per play.
- All volunteers must abide by the set-up, take-down, and parking guidelines.
- All volunteers must be at least 16 years of age.
- We will pay \$35 non-refundable fee to reserve a booth area and we keep all money raised at the game booth. Make checks payable to The City of Farmers Branch.
- We understand that the event may still be held in the event of inclement weather. We understand that our organization is expected to attend if the event is held as scheduled and keep our Game Booth open the duration of the event.

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

*Return this completed Game Booth Request Form, Hold Harmless Agreement (on reserve side) to:*

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Farmers Branch Community Recreation Center  
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\*Completed forms and payment can be returned in person, or via email, or USPS mail. Recreation Center staff will contact organization representative regarding payment. Game booth is not confirmed until payment and completed forms, are received.

*For Staff Use Only:*

Booth # \_\_\_\_\_ Waitlisted \_\_\_\_\_ Waitlist # \_\_\_\_\_ Confirmation/Set up info sent \_\_\_\_\_ Pymt recvd \_\_\_\_\_