



2020 VOLUNTEER APPLICATION & AGREEMENT

Saturday, October 31, 2020 2 to 5 p.m.

Joe Dancer Park 1650 E Brooks St McMinnville, OR

Entry off Riverside Drive at Marsh Lane

EVENT

The Mac Monster Mania Trick or Treat Drive-Thru Event (the “Event”), produced and hosted by the City of McMinnville (“City”) Parks & Recreation Department (“MPR”), is scheduled for Saturday, October 31, 2020 at Joe Dancer Park from 2 to 5 p.m. Due to COVID-19, the Event will be limited to drive-thru only and will not feature any activities or concessions. Participants will be instructed to remain in their vehicles at all times.

MPR seeks volunteers to assist with the production and success of this Event. Volunteers must complete the Volunteer Waiver of Liability and Photo Release attached to this Application in order to volunteer for the Event. Volunteers must also indicate in this Application whether they will be donating Giveaway Items (defined below) to be distributed to participants of the Event and/or passing out Giveaway Items to the participants during the Event in designated Parking Stalls (defined below).

GIVEAWAY ITEMS

MPR seeks items from Volunteers to be distributed to participants of the Event. These items must be age-appropriate for children (i.e., candy, trinket). Candy or other food items **MUST** be pre-packaged. Volunteers should plan for up to 3,000 participants.

PARKING STALLS

MPR also seeks Volunteers who will be stationed within designated parking stalls as outlined on the Event Site Plan below (“Parking Stalls”) and who will decorate the Parking Stall in an age-appropriate festive manner. MPR will assign Volunteers to specific parking stalls. MPR reserves the right to prohibit the display of any article that, in its sole discretion, is not in keeping with the

nature and character of the Event. Proselytizing, preaching, political campaigning or recruitment will not be permitted.

PARKING STALLS ASSIGNMENTS

MPR has complete control of Event diagrams and space assignment. MPR reserves the right to make modifications on Event diagrams which are believed to be accurate but only warranted to be approximate. Further, MPR reserves the right to assign space(s) in such a manner as it deems appropriate in its sole and absolute discretion, notwithstanding the foregoing.

USE OF SPACE

MPR reserves the right to restrict Volunteer exhibits which, because of safety, noise, method of operation, materials on display, in the opinion of MPR, may detract from the general character of the Event as a whole. Accordingly, MPR may, at its sole discretion, prohibit such exhibits from being kept or utilized by Volunteer in or around Event area, in which event Volunteer shall immediately remove such exhibits as directed by MPR. MPR reserves the right to prohibit any equipment that is deemed unsafe or appears to be unreasonable in MPR judgment. All equipment and heavy machinery must be cleared and approved in writing and in advance by MPR staff. Demonstrations or activities that cause annoyance to neighboring Volunteers such as flashing lights or noise or result in obstruction of walk space or prevent ready access to a nearby Parking Stall will not be permitted.

INSTALLATION OF EXHIBITS

Load in for all Volunteers will be as follows:

- Between 11 a.m. and 1:30 p.m. on Saturday, October 31, 2020.
- Volunteers MUST BE completely set up by 1:30 p.m. on Saturday, October 31, 2020.
- The hours of operation will be Saturday, October 31, 2020 from 2 to 5 p.m. at Joe Dancer Park.

Load out will commence at 5:30 p.m. Volunteer may request special approval from MPR, to be granted by MPR at its sole discretion, to close down early only if Volunteer has completely run out of Giveaway Items. **Load out with a vehicle may only begin when all participant vehicles have cleared the parking lot and MPR gives Volunteer express permission. Please be advised this could take up to an hour after the event ends.** Any items unclaimed by the Volunteer as of 8 a.m. the business day after the Event shall become the property of MPR.

Volunteers are responsible for leaving their assigned Parking Stall area free of all litter and debris.

APPLICATION DEADLINE

The Volunteer Application must be submitted to MPR electronically via the MPR website or mailed to: McMinnville Parks & Recreation, 600 NE Evans Street; McMinnville, Oregon 97128. All Agreements and Applications are due to MPR by **Tuesday, October 27, 2020.**

CANCELLATION BY VOLUNTEERS

If a Volunteer cancels, it is requested that they notify MPR of this decision as soon as possible.

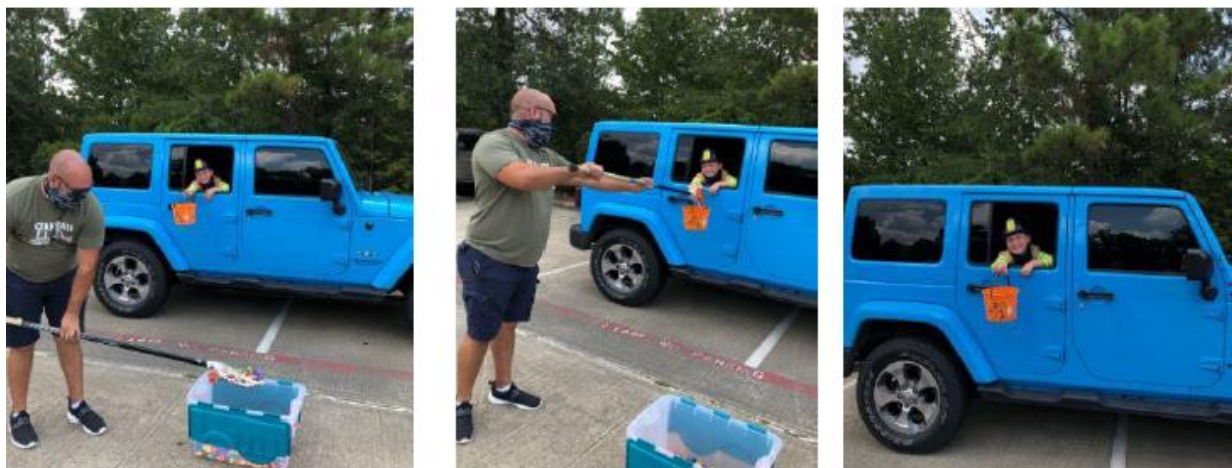
RULES AND REGULATIONS

Should Volunteer fail to strictly adhere to and follow the Rules and Regulations set forth by the City in this Agreement, then Volunteer shall be in default under this Agreement and the City may immediately terminate this Agreement and request the Volunteer leave the Event.

OTHER PROCEDURES

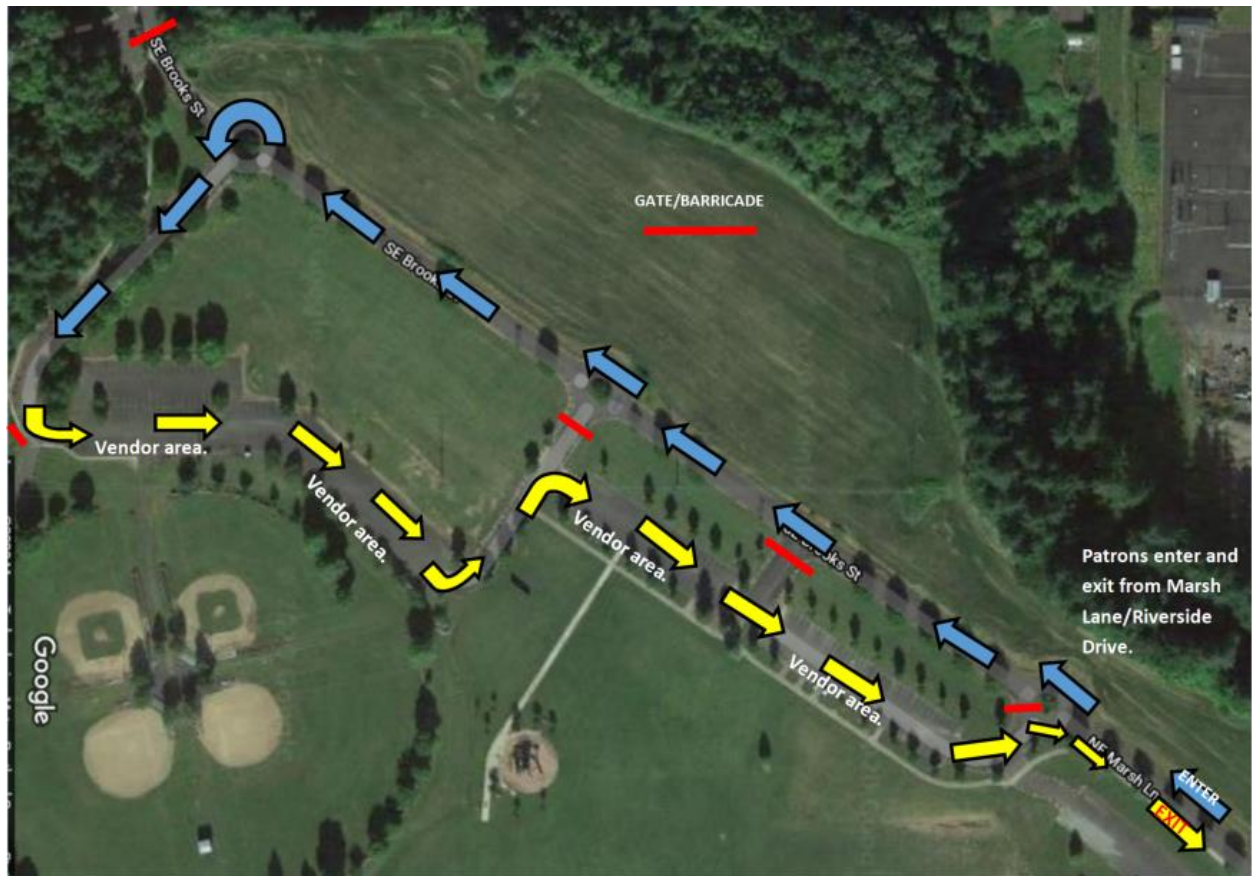
In order to maintain social distancing requirements, Volunteer will be required to distribute candy to participants at a distance from their Event Space. Candy or giveaway items are to be distributed through vehicle windows. See sample photos below. **Participants are to remain in their vehicles at all times.**

Volunteer and all accompanying staff/volunteers within the Event Space are required to wear a mask at all times. Hand sanitizing stations will be provided in the vicinity of the Volunteer's Event Space.



TENTATIVE SITE PLAN OF EVENT

Please note the below image is subject to change at any time. Volunteers will be assigned space on a first-come, first-served basis based on time of arrival for set up on the day of the Event. Space will not be preassigned to prevent vehicle congestion during load-in.



2020 VOLUNTEER APPLICATION

I agree to the following:

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Volunteer will provide and distribute Giveaway Items in an assigned Parking Stall

Contact Name:

Business/Organization:

Mailing Address:

Daytime Phone:

Cell Phone:

Email:

Business Website:

Giveaway Items:

NOTE – Power and water will NOT be provided by MPR

SIGNED AND AGREED

VOLUNTEER:

**CITY OF MCMINNVILLE
PARKS & RECREATION**

Business/Organization

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Return the completed application and Volunteer Waiver of Liability and Photo Release to MPR no later than Tuesday, October 27, 2020.

Website:

www.mcminnvilleoregon.gov/parksrec

Mail:

McMinnville Parks & Recreation

600 NE Evans St

McMinnville, OR 97128