



## PARKING FUND RAISING PROGRAM REGULATIONS

### Rules

- Please note that space is limited and Hampton Bay Days reserves the right to select participants.
- Violators of the rules will be ineligible for future festivals.
- Must be at least 18 years of age.
- Following the festival, organizations must report to Bay Days the dollar amount donated to each charity on a form supplied by the festival. Failure to comply with this requirement by September 29 will disqualify your organization from participating the following years.
- You must include a copy of the IRS letter, stating your organization's non-profit status with our application.
- In return for operating and manning parking lots during the event weekend, Hampton Bay Days will distribute 20% of the total money collected to the organizations with assigned parking lots. Your organization's share will be based on the number of parking lots it operates during the event weekend.
- Your civic organization and the people of your organization are responsible for manning and operating 1 paid parking lot and if needed, one (1) non-paid parking lot. Your responsibilities for these parking lots will entail having persons at the lot during hours of operation (all the days), collecting money from individuals to park and giving them a ticket to be displayed on their dash indicating they have paid the required parking fee.
- Times of operation: Friday 4-11 p.m., Saturday 8 a.m.-11 p.m., Sunday 11 a.m.-6 p.m.
- It is important that your organization have an adult at each assigned lot who will be responsible for the collection and transfer of all collected money.
- Your responsibilities for non-paid lots will include manning the assigned lot during hours of operation and checking individual parking passes, such as vendors, exhibitors and event volunteers to assure they have the correct parking pass for the lot your organization is assigned.
- Individuals from the Hampton Bay Days Parking and Transportation Committee will distribute tickets and start up money to your civic organization each morning to each of the paid parking lots. Money from paid parking lots will be collected throughout the day by members of the committee and will be counted and audited against the tickets to make sure they correspond with each other.
- Your civic organization is responsible for the tickets and the money until it is collected from you and counted by a member of the Parking and Transportation Committee. You are also responsible for all people manning your assigned lot(s), and making sure they have adequate breaks and refreshment.
- Your organization will be responsible for providing any tables, chairs, beverages and trash bags for use by your members throughout the weekend.
- Organizations are encouraged to identify each member with a ball cap, badge, or a T-shirt stating the organization's name.
- Hampton Bay Days, Inc. and the City of Hampton are not liable for loss or damage to persons or property.
- Due to the size of the festival, *there is no rain facility or rain date. **Be prepared, the festival will be held regardless of the weather.** No refund will be issued in the event of cancellation due to extremely hazardous/dangerous weather.*
- I and my representatives expressly release and hold harmless Hampton Bay Days Inc. and the City of Hampton and its directors, employees, agents and volunteers from any and all liability for injury, sickness or death, including personal injury and property damage or loss (including defense costs) which may arise in connection with vendor participation in the Hampton Bay Days Festival associated with the negligence of the vendor, and its employees or volunteers.