

## Halloween Downtown Activity

Date of Event: Sunday, October 15, 2023, 10am – 4pm

Location: Farmers Market Parking Lot

Activity Contract Halloween Downtown hosted by Rotary Club of Kankakee

Contact: Amy Laws Email: k3halloween@gmail.com (815) 630-7051

Organizations and businesses setting up an activity must provide their own equipment ie: canopies, tables, chairs, activity materials, prizes (if applicable) etc. No electricity or running water is available. This is an outdoor venue.

The goal is to bring different organizations and businesses together to run all age friendly Halloween themed activities that will be free to participate in.

We're looking for people to run: A Halloween themed selfie booth. Cauldron toss. Witch hat ring toss. Bean bag toss. Bingo. Face painting. Pumpkin tic-tac-toe. Pumpkin bowling. Halloween themed arts and crafts. Your own idea! (we want to avoid repeat games, please check on what has been claimed before submitting)

If you decide to run an activity that involves rewarding a prize, fresh food items such as pizza slices etc. cannot be awarded as prizes. In 2022 an estimated over 2,000 children attended and played games. Please keep that number in mind when coming up with prizes and prepare for the possibility of more in attendance.

Materials and information about your business or organization can be made available in your activity space. Your business or organization will be advertised along with the activity you will be running on social media and the event website. Because we will be advertising these activities, we ask that in the event you no longer intend to run an activity, please contact us ASAP.

Activities will take place in the Farmer's Market parking lot. This event will run from 10am to 4pm. Set up begins at 7am but **must be finished by 9:45am**. No vehicles will be allowed to drive onto the parking lot to set up after 9:30am. Those running games and activities are asked to arrive, unload their items in their spot and move their vehicle before setting up. Vehicles cannot remain parked in the activity area during setup. Break down begins at 4pm. In the event you run out of prizes before the festival ends, we ask you to please consider staying and continue to run your game or activity.

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COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Description of activity you wish to run:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[  ] By check-marking this box and initialing here \_\_\_\_\_ I accept that I am responsible for my own liability insurance policy for this event. Rotary Club of Kankakee will not be held responsible for any liability, lost, stolen, or damaged materials. Rotary Club of Kankakee will not be held responsible for any injury incurred during the event.

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

Send this form to:

Halloween Downtown

PO Box 1394

Bourbonnais, IL, 60914

A PDF Scan of this form is acceptable and can be mailed to:

K3halloween@gmail.com