



SPECIAL EVENTS VOLUNTEER SERVICES GROUP APPLICATION & AGREEMENT

In order to participate in the City of Hampton's Special Events as a volunteer group, please complete the application below, read and sign the "Volunteer Group Agreement," then **mail or bring both forms to Hampton Parks, Recreation & Leisure Services, 22 Lincoln Street, Hampton, VA 23669.** Questions? Call (757) 727-8311.

EVENT SELECTION(S)					
Place Initials by Event(s) Applying for on THIS Application:	EVENT DATES & TIMES	EVENT VOLUNTEER SHIFTS NEEDED	REQUIRED VOLUNTEERS (Coverage must be guaranteed by group; shifts within timeframe are accepted, with tagging & training at trade-off per station)	FEES PAID (Group Vendor Account and W9 Form Required, Term 30 Days Net)	DEADLINES
	Saturday, April 20, 10am-5pm	Hampton Mosaic Festival – Saturday 9am-5pm	8 Guaranteed Volunteers at all times for vendor load-in, area monitors, and arts & crafts stations	\$500 flat fee to selected group	Fri, Feb 9, 2024
	Saturday, June 1, 10am-10pm	Blackbeard Pirate Festival - Saturday 9am-10pm	12 Guaranteed Volunteers at all times for vendor load-in, to operate games, and as area monitors	\$750 flat fee to selected group	Fri, Mar 29, 2024
	Sunday, June 2, 12pm-6pm	Blackbeard Pirate Festival – Sunday 11am-7pm	12 Guaranteed Volunteers at all times to operate games, work as area monitors, and for event break-down	\$500 flat fee to selected group	Fri, Mar 29, 2024
	Saturday, Aug 31, 11am-7pm	Crabtown Seafood Festival 10am-8pm	12 Guaranteed Volunteers at all times for vendor load-in, operating games, and for break-down	\$500 flat fee to selected group	Fri, June 7, 2024
	Sunday, Sep 1, 11am-7pm	Crabtown Seafood Festival 10am-8pm	12 Guaranteed Volunteers at all times for vendor load-in, operating games, and for break-down	\$500 flat fee to selected group	Fri, June 7, 2024
	Saturday, Oct 26, 10am-5pm	Bluebird Gap Farm Fall Festival – Saturday 9am-5pm	16 Guaranteed Volunteers at all times to operate games and crafts and for set-up	\$500 flat fee to selected group	Fri, Sept 6, 2024
	Sunday, Oct 27, 10am-5pm	Bluebird Gap Farm Fall Festival – Sunday 9am-6pm	16 Guaranteed Volunteers at all times to operate games and for event break-down	\$500 flat fee to selected group	Fri, Sept 6, 2024
	Friday, Dec 20, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times for activities and "elf" path monitors	\$500 flat fee to selected group	Mon, Oct 4, 2024
	Saturday, Dec 21, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times for activities and "elf" path monitors	\$500 flat fee to selected group	Mon, Oct 4, 2024
	Sunday, Dec 22, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times for activities and "elf" path monitors	\$500 flat fee to selected group	Mon, Oct 4, 2024
	Monday, Dec 23, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times for activities and "elf" path monitors	\$500 flat fee to selected group	Mon, Oct 4, 2024
	Tuesday, Dec 24, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times for activities and "elf" path monitors	\$750 flat fee to selected group	Mon, Oct 4, 2024
	Wednesday, Dec 25, 5pm-8pm	Holiday Wonder Walk 4pm-8pm	12 Guaranteed Volunteers at all times For activities and "elf" path monitors	\$750 flat fee to selected group	Mon, Oct 4, 2024

GROUP INFORMATION	
Organization/Business Name:	
Authorized Contact's Name:	
Mailing Address:	
Telephone Number (S):	
E-Mail Address:	
Federal Tax EIN# (or proprietor's Social Security)	
Nonprofit or charitable purpose (if any; if nonprofit status is applicable, please provide official proof of 501-c-3 certification)	

GROUP INFORMATION (CON'T)	
Number of members in organization:	
Number and source of available volunteers:	
Previous major activities and fundraising efforts which demonstrate capability to assist with large festivals:	
Describe any special skills, talents, experience or education your members or volunteers have which may apply to assisting with special events:	
Please list any special considerations needed to accommodate your group (ADA needs do not affect group selection):	
Additional information relevant to your selection as a volunteer group:	

VOLUNTEER SERVICES AGREEMENT

This agreement is effective as of the _____ th day of _____, 20_____, (the "Effective Date") by and between the City of Hampton, Virginia (the "City"), a municipal corporation of the Commonwealth of Virginia, having a principal place of business at 22 Lincoln Street, Hampton, Virginia and _____, (the "Volunteer Group"), for the purpose of contracting entertainment services for the City under the following terms and conditions:

Services shall be performed at the following location(s):	
Scope of Work: The services to be performed under this agreement consist of the following:	

Service shall commence on (date/time):	
Service shall end no later than (date/time):	
Consideration: In exchange for services, the City agrees to pay volunteer group as follows, payable within 30 days/net following completion of service:	

Make Check Payable To:	
SS# (individual) or FEIN# (if business), and if applicable:	
Address/Principal Place of Business:	
Work/Home Phone:	
Email Address:	

VOLUNTEER SERVICES AGREEMENT

Independent Status. Volunteer groups are not classified as City Employees: therefore, no benefits, i.e. workmen's compensation, retirement benefits, medical, dental, or other personal insurance, unemployment benefits, or any liability, or other insurance can be expected. This Agreement is not intended, and shall not be construed, to create a relationship of agent, servant, employee, partnership, joint venture, or association between the City and the Volunteer Group.

Cancellation. If the City finds it necessary to cancel the event up to five (5) hours before the contracted start time on the date of the event, the City will not be obligated to pay any monies to the Volunteer Group. If the City deems it necessary to cancel the event less than five (5) hours before the contracted start time on the day of the event and the Volunteer Group has arrived and completed more than half the contracted hours, the City will be obligated to 100% of the contract fee to the Volunteer Group. If Volunteer Group has arrived and completed less than half the contracted hours, the City will be obligated to 50% of the contract fee to the Volunteer Group. The Volunteer Group will receive the fee within thirty (30) days/net after receipt of invoice from the Volunteer Group. The City of Hampton reserves the right to cancel an individual event or an entire season with a minimum fourteen (14) day notice to the Volunteer Group.

In the event cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or other circumstances outside the City's control, the parties may negotiate a substitute event on the same terms as this Agreement. No further damages may be sought for failure to perform services because of force majeure. It is understood and agreed between the parties hereto that the City shall be bound and obligated hereunder only to the extent the funds shall have been appropriated and budgeted for the purposes of this Agreement. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this Agreement, the City shall immediately notify the Volunteer Group of such occurrence and this Agreement shall terminate without penalty or expense to the City of any kind whatsoever as of the last day of the fiscal year for which an appropriation was received. This Agreement is subject to all policies, procedures, and rules of the City of Hampton Purchasing and Procurement Manual as amended, the terms of which will supersede this Agreement at any time. This Agreement is voidable by the City if not signed by the Volunteer Group's authorized representative and returned to the City within fourteen (14) business days of the Signature date of representative.

Compliance with All Laws. Volunteer Group shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted in the performance of the Scope of Work set forth herein. Volunteer Group shall be responsible for all expenses incurred while performing services under this Contract. Such expenses may include, but are not limited to, all federal, state, local, taxes related to income, payroll, and any other purpose; licenses, memberships, and dues; automobile and other travel expenses; insurance claims or premiums; and all salary, expenses or other compensation paid to Volunteer Group's employees, subcontractors, agents, or other personnel hired by Volunteer Group to complete the obligations of Group set forth in this Agreement.

Service Standards. Volunteer Group agrees to provide family-friendly volunteer services for diverse patrons. If in the City's sole determination, the Volunteer Group appear on or near the performance site noticeably under the influence of alcoholic beverages, narcotics, drugs, or other controlled substances, or exhibit behavior, conduct or acts that would reflect negatively upon the City or are socially unacceptable as determined by the City or its staff, the City shall have the right to terminate this contract and/or trespass and have the offenders removed from the premises with no liability on the part of the City. Volunteer Group acknowledge(s) that no weapons of any kind,

alcoholic beverages, narcotics, drugs, or other controlled substances are permitted to be consumed at or near the event site. Volunteer Group certifies that all employees, subcontractors, or others engaged by Volunteer Group to perform the services prescribed herein who will be in the presence of or have direct contact with minors have not been convicted of a felony or any offense involving the sexual molestation, rape, or physical or sexual abuse of a child.

Hold Harmless – Indemnification. It is understood and agreed that Volunteer Group hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Volunteer Group, its subcontractors, agents or employees under or in connection with this Agreement or the services or failure to perform any work required by this Agreement. Volunteer Group agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Agreement, and/or (c) the performance of the services by Volunteer Group or those for whom Volunteer Group is legally liable. Upon written demand by the City, Volunteer Group shall assume and defend at Volunteer Group's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials. The provisions of this Section shall survive the termination of this Agreement.

Authority to Sign. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal Agreement binding on such party and enforceable in accordance with its terms. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original without production of any other counterpart. Any signature delivered via facsimile or other electronic means shall be deemed an original signature hereto.

Date: _____ By _____

(Signature of Group Representative)

(Printed Name of Group Representative)

(Title)

Date: _____ By _____ (City of Hampton)

David J. McCauley, Director of Parks, Recreation & Leisure Services