

OVERFELT GARDENS

Chinese Moon Festival Participant Application

Name of Organization: _____

Address: _____

City: _____ Zip Code: _____

Contact Person: _____

Telephone #: (____) _____ Fax #: (____) _____

Email: _____

Number of tables and chairs requested: _____ / _____

Health Permit #: _____

**Please describe your proposed activities, exhibits, workshops or demonstrations below. Use the back of this page if needed.

Participant Agreement:

I have read and understand Overfelt Garden's Chinese Moon Festival Statement of Policy and the application and agree to all conditions for the Festival on September 21, 2003. I agree to indemnify and hold harmless the sponsoring agents, Overfelt Gardens and the Chinese Moon Festival Committee, the City of San Jose, and their officers and employees. I understand these agents will not be held responsible for any lost, stolen or damaged property or display materials.

Signature: _____ Date: _____

Please return this form to:

Overfelt Garden's
Chinese Moon Festival Committee
c/o Leininger Center
1300 Senter Road
San José, California 95112

SEPTEMBER 21, 2003

Chinese Moon Festival at Overfelt Gardens

PARTICIPANT – General Information

CMF is a unique venue that takes place in the Chinese Cultural Garden at Overfelt Gardens Park. It is a family oriented event for all ages and brings enjoyment and education to our culturally diverse neighborhood. We present arts and craft activities reflecting our creative traditions, performances that tell us who we are, and exhibits that inform our desire to know about the world we live in. Our target audience is the Child and Family.

Many who apply to participate are local, non-profit or government and individual or student community service organizations. But on occasion, we consider non-customary groups who wish to participate within the parameters of event traditions and guidelines. Chinese Moon Festival does not accept commercial or for profit/marketing-only activities. However, we are pleased to discuss sponsorship and support from such organizations, individuals and businesses that may be interested and wish to support this event. We are a *Festival of Arts for the Child and Family* in a community setting

We encourage students and youth groups to share and articulate subjects of their interests that are appropriate to the focus of our activities and audience. We welcome cultural, community service, performance-based, literary, artistic and scientific workshops, exhibits and demonstrations suitable and interesting to families with children and teens. We are interested in the foundations of character and leadership, and the opportunity for youth and individuals to be participants at this level of community.

Please feel free to visit the Chinese Cultural Gardens to ascertain if this is an appropriate venue for your organization. **All exhibits, demonstrations and workshops are by invitation only.** Please call or submit inquiries to Event Coordinator, Sylvia Lowe (408) 258-3231, sylvialowe@earthlink.net with a brief description of your desired presentation or participation.



Reminders . . .

- Chinese Moon Festival is an enjoyable afternoon of interactive cultural and creative activities. We offer an eclectic variety of workshops lead by youngsters, community organizations and information displays of interest to the community.
- Be sure to bring enough help so you can have time to experience and enjoy the activities at CMF.
- Bring family and friends. Bring sunblock.
- Bring games and giveaways appropriate for families with young children.
- If possible refrain from using candy as giveaways prior to the last half hour of the event.
- Please be mindful of items that can be mistaken for food by small children and wildlife. Please help others to be aware and spread the word to take care of both as we treasure both.
- Do not feed park wildlife.
- Dogs and other pets are not allowed in the park, nor bicycles, roller skates, scooters, and motorized vehicles etc.
- The themes at Overfelt Gardens are water awareness, environmental awareness, quiet contemplation in nature, and cultural education.

The park is open 7 days a week from 10 a.m. to sunset, except certain holidays. Call the park office for more information at (408) 251-3323 or visit our website: www.chineseculturalgarden.com

OVERFELT GARDENS

Chinese Moon Festival

Statement of Policy – 2003

- All booths **MUST** include an interactive activity/demonstration of an educational purpose appropriate for children and families. The event committee can suggest fun and easy activities if needed.
- Attendance varies depending on the weather. Since this is an outside event, we cannot be responsible for space assignments in sun or shade or for weather conditions.
- Food sale vendor must have a health permit from Santa Clara County Health Services.
- No sales are permitted at this event except by special arrangement only.
- Please be mindful of items that can be mistaken for food by small children and wildlife. If possible, refrain from using candy as giveaways prior to the last half hour of the event.
- Dogs and other pets are not allowed in the park, nor bicycles, roller skates, scooters, etc.
- Each participant is responsible for any loss or damage to his or her property. Overfelt Gardens, its event committee and sponsors assume no liability for loss or damage to a participant's exhibits, equipment or other materials or supplies due to any cause.
- Participants are responsible for staffing, assembling and dismantling their booth space, equipment and supplies. All groups are required to participate the entire day.
- Set up will begin at 11:00 am and must be completed by 12 noon. The event is scheduled between 1:00 pm and 5:00 pm. Clean up will begin at 5:00 pm. Booths may not be taken down before 5:00 pm.
- Participants and volunteers will check in at the east service gate entrance at the rear of East Valley Health Center's parking lot located at the end of Ludlow (see attached map.)
- One table and two chairs will be provided unless prior arrangements are made.
- Please bring a cart or dolly to move any materials from the parking lot area to your assigned space. **NO VEHICLES WILL BE ALLOWED IN PARK.** If you anticipate a problem with this, please notify the Park staff by 9/12/03.
- Be sure your booth is staffed well enough to give yourself time to experience and enjoy other activities.

For More Information;
Please Call 251-3323 or 258-3231
Keep this for your records
www.chineseculturalgarden.com