

HALE FARM & VILLAGE

CIVIL WAR REENACTMENT

SUTLER REGISTRATION

Name: _____

Name of Business: _____

Description of Merchandise: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Arrival Date: _____ Arrival Time: _____

Sunday Breakfast? : Yes _____ No _____

Civil War Ball? : Yes _____ No _____

Size of Booth (Measurements include ropes & stakes, flies, awnings, etc.):

Front/Entrance Width: _____ Depth: _____

Fees: \$50.00 registration fee payable to "Hale Farm & Village" guarantees participation in the event.

NOTE:

- The sale of alcoholic beverages is strictly prohibited by Hale Farm & Village
- Food Vendors are welcome. Please see enclosed Hale Farm & Village Catering Agreement for details.
- Sutlers must provide their own period appropriate tent and furnishings
- Site assignments will be made prior to the event. Contact the Property Manager at 330-666-3711 ext. 267 for details.
- Set up begins for the event Friday, August 10, 2012 at 10:00am.
- Requests for an earlier setup time/day must have prior approval from the Event Manager at Hale Farm & Village.
- Please read the enclosed Event Instructions and Agreement materials carefully.
- Please send Registration Forms, payment, and a signed, dated agreement to the following by June 30, 2012 to guarantee space and participation in the event:

Hale Farm & Village
Civil War Reenactment, Attention: Site Manager
2686 Oak Hill Road
P. O. Box 296
Bath, Ohio 44210

**Hale Farm & Village
Civil War Reenactment Event
August 10-12, 2012**

Event Instructions for Registered Reenactors & Sutlers

Registration:

Please review Event Instructions thoroughly. Any questions or concerns may be addressed by calling HFV at (330) 666-3711, or email halereservations@wrhs.org.

All Hale Farm & Village Civil War Reenactment participants are required to register for the event. The registration fee is \$10.00 per person age 18 and older. Minors must be accompanied by a legal guardian and are admitted free. No one under the age of 16 may carry a firearm on museum grounds. The DEADLINE for registration is June 30, 2012.

Unfortunately, registrations received after June 30, 2012 will not be guaranteed a complimentary Sunday breakfast or firewood ration. Otherwise, walk-in participants must register the weekend of the event on-site at the Registration Tent to receive a breakfast ticket, firewood token, and event and parking passes.

Please send payment, registration forms and a signed Agreement to the following address:

**Hale Farm & Village
Civil War Reenactment
2686 Oak Hill Road
P.O. Box 296
Bath, Ohio 44210-0296**

Please note:

- Artillery is by invitation only
- Units must furnish proof of insurance with registration materials
- Each participant will receive a Reenactor Pass which must be carried at all times, a Parking Pass, a Breakfast Ticket, and a Firewood Token at the Registration Tent upon arrival.
- Each individual participant is required to submit a signed, dated **Agreement** with registration form and payment

Event Guidelines & Instructions

Registration

- All participants must check in at the Hale Farm & Village Registration Tent upon arrival.
- The Registration Tent is located at the end of the Main Driveway. The tent serves as the Check in for all Civil War Reenactors, including those who pre-registered. Walk in registration is permitted, and Commanders will be contacted concerning all additional reenactors.
- Registration Tent hours are as follows:
 - Friday, August 10: 12:00 to 9:00 p.m.
 - Saturday, August 11: 7:00 a.m. to 4:00 p.m.
 - Sunday, August 12: Registration Tent closed; Sunday arrivals must check in at the Gatehouse Visitor Center at Admissions
- After check-in, all reenactors must check in at Federal or Confederate Headquarters prior to setting up camp

PARKING:

- Reenactor parking will be in the South Pasture, the fenced in field to the south of Hale Farm's main driveway. This area will be designated as such during the event.
- All vehicles must be removed from the museum grounds by 9:00 each morning and vehicles are prohibited from museum grounds during regular public hours: Friday from 10:00am-5:00pm; at no time on Saturday and Sunday before 5:00p.m.
- Please notify HF&V of any special needs before the event.
- Parking passes will be distributed at check in and must be displayed at all times.

SET UP/CAMPING:

- **No camp is to be set up prior to 10:00 a.m. on Friday, August 10th without permission from the Federal or Confederate Commander**
- Camping areas are near water and restroom facilities.
- Electrical hook-ups and showers ARE NOT available on the grounds.
- Ice for personal use (coolers, beverages, etc.) may be purchased from Hale Farm & Village during regular business hours.

GENERAL CONDUCT:

- All participants must conduct themselves in an appropriate manner for a family-oriented museum at all times.
- Children under the age of 16 must be accompanied by and supervised at all times by a legal guardian; children under the age of 16 are not permitted to carry a firearm.

- **Personal safety** is of utmost importance to Hale Farm & Village, event participants, and the attending public. **ALL PARTICIPANTS MUST STRICTLY ADHERE TO ALL NATIONAL LIAISON COMMITTEE SAFETY REGULATIONS (NLC).** A copy of these rules is available at www.usvolunteers.org.
- NO ALCOHOL is permitted on the grounds of Hale Farm & Village.
- NO PETS are permitted on the grounds of Hale Farm & Village.
- Sod is to be removed before digging any fire pit, and is to be replaced Sunday morning.
- All unused firewood must be returned to the main woodpile at the close of the event.
- Trash containers, provided by Hale Farm & Village, are to be utilized at all times.
- Noise should be limited in all camps during the evening hours.
- NO CLEATS are to be worn in any museum building because of potential damage to the historic flooring.

TEAR DOWN:

- Tear down will begin Sunday, August 14, AFTER the event closes to the public at 5:00 pm. If you have special needs in this regard, please contact HFV at (330) 666-3711.

PLEASE NOTE:

- **Hale Farm & Village reserves the right to ask that anyone who does not maintain good conduct or act in a safe manner to leave the grounds immediately.**

AMENITIES:

- Additional toilets have been placed throughout the Museum Grounds. Please note that Hale Farm historic and modern buildings are locked during non-museum hours, including permanent bathroom structures.
- Firewood is available for each encampment, Union & Confederate, on a first come first serve basis. Registered reenactors will receive a firewood token at the Registration Tent upon arrival. Fires in camp are permitted. Please dig out sod, and replace at the end of the weekend. Active fires must be attended at all times.
- Water buffalos have been placed throughout the property for your convenience. They will be refilled once on Saturday.
- Ice is available for sale in the Gatehouse Café.
- **Reenactor Ball & Sunday Breakfast**
 - The Civil War Ball will begin at 8:00 p.m. on Saturday at the Carriage Shed Pavilion behind the Meetinghouse.
 - A complimentary Sunday Breakfast for all registered reenactors will be offered at 8:00 a.m. at the Gatehouse Visitor Center.

Reenactor Participation & Risk Agreement
Hale Farm & Village
Civil War Reenactment, August 10-12, 2012

Please review the following agreement carefully, sign, date, and return with your registration form:

- I/We will abide by the rules and guidelines detailed in the General Instructions and Information sheet.
- I/We will supervise at all times, and take full responsibility for, any children under the age of 18 that I/We have brought to the Hale Farm event.
- I/We understand that minors under the age of 16 may not carry a firearm on museum grounds.
- I/We understand that no alcohol or smoking is permitted on the grounds of Hale Farm at any time.
- I/We understand that no vehicles are permitted on the grounds of HF&V during museum hours. This includes general visitation hours, as well as evening programs.
- I/We will adhere to all N.L.C. Safety Regulations at all times. If I have not yet read these regulations I will request and will have read a copy before the event. These regulations are available online at the Official Site of the United States Volunteers Inc. at www.usvolunteers.org.
- I/We understand that under Ohio law an equine professional is not liable for any injury or death of a participant in equine activities resulting from the inherent risk of equine activities, pursuant to Section 2305.321, Ohio Revised Code.
- I/we understand that United States Cavalry are required to show coggins papers at the registration tent.
- I/We understand that HF&V reserves the right to request that anyone leave the event, for any reason, at any time. Reasons include, and are not limited to, unacceptable treatment of museum staff, volunteers, visitors, interns, reenactors, poor conduct, and refusal to abide by safety rules.
- I/We and our guests/vendors will use the premises in a careful, safe and proper manner; neither doing nor permitting any act that may increase the fire hazard or insurance.

Indemnification and Hold Harmless

HF&V/WRHS desire protection against loss from the temporary use and occupancy of its facilities by renters. It is therefore agreed that:

I/We agree to indemnify HF&V/WRHS, its Trustees, officers, employees, and agents from all losses, liabilities, damages, costs, and expenses (including, without limitation, attorney fees and litigation expenses) that they, or any of them, may incur by reason of the use and occupancy of the HF&V/WRHS facilities as set forth by event participants.

HF&V/WRHS will provide prompt written notice of any claim, action, or proceeding that could rise to a right of indemnification under this Agreement. Notwithstanding such notice, HF&V/WRHS may at its sole discretion defend or settle such claim, action, or proceeding. HF&V/WRHS may also engage, at the participant's expense, independent counsel to advise it with respect to any claim, action, or proceeding that gives rise to a right of indemnification under this Agreement.

I/We must indemnify HF&V/WRHS within ten days after receipt from HF&V/WRHS of notice describing the nature and amount of any claim for loss, liability, damage, cost, or expense.

I/we agree to pay all reasonable fees and expenses (including, without limitation, attorney fees and court costs) incurred by HF&V/WRHS in connection with its enforcement of this Agreement.

I/we assume full responsibility for theft, loss or damage to any property, equipment brought to HF&V property. I/We agree to reimburse HF&V/WRHS for any breakage or damage to museum buildings and/or grounds caused by me or my guests.

I have read and understand the above information. I agree to adhere to the rules while a guest at Hale Farm & Village. Further, I acknowledge that as a reenactor, I interpret and portray life as it was during the 19th century and that there is inherent risk in the activities in which I will be participating. I do hereby release and hold harmless the Western Reserve Historical Society and Hale Farm & Village, its agents, employees, volunteers, and interns from and against any and all claims or liabilities which may be asserted against them arising from any personal injury or property damage sustained by myself and/or any of my minor children.

Signature _____

Printed name _____

Date _____

Address _____

Revised KF 12-2011