



2024 Last Stop Willoughby Application for Non-Profit Space

Contract Sponsored by Heart of Willoughby, Inc.

Saturday, August 10, 2024 • 10AM- 3:00PM. Rain/Shine

Owner Name: _____ Non-Profit Name: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Cell Phone: _____ Email Address: _____

501c3? YES NO

Cost for the space is free. Participants are asked to provide their own tent or canopy, table and chairs.

You will be placed where space is available

I, the undersigned, have received the Policies and Procedures for having non-profit space at Last Stop Willoughby. It is my responsibility to abide by and review these policies with my volunteers.

I also understand that completing an application does not guarantee a space at Last Stop Willoughby.

Non-Profit Representative Signature: _____ Date: _____

HOW Representative Signature: _____ Date: _____

Once the application is approved, you will receive an executed copy of this agreement by email or postal mail. If you have not received a copy by the Wednesday before Last Stop Willoughby please contact Deb Mullen at 440.942.3200 x 300 or deborah.mullen@welibrary.info.

Return this application to: Last Stop Willoughby c/o Heart of Willoughby Attn: Deb Mullen 2 Public Square Willoughby, Ohio 44094 or via email to deborah.mullen@welibrary.info.

The Heart of Willoughby, Inc., its Board Members, and the Undersigned Non-Profit Representative to Last Stop Willoughby agree to the following Policies and Procedures:

1. Last Stop Willoughby's Non-Profit area is held at Wes Point Park on the sidewalk southwest of the gazebo.
2. Non-Profit Representative(s) and their volunteer(s) agree to hold the Heart of Willoughby, Inc. and the City of Willoughby harmless from all liability imposed by law growing out of injuries to persons or property occasioned through the operation by Non-Profit Representative(s) and their volunteer(s) of said area. Non-Profit Representative(s) and their volunteer(s) further agrees to pay the Heart of Willoughby, Inc., and/or the City of Willoughby for any damage to its property due to negligent or improper operation in said space.
3. Designee(s), as assigned by the Heart of Willoughby, Inc., shall provide spaces in Wes Point Park. Each space will accommodate a 10' x 10' tent or canopy. Non-Profit Representative(s) and their volunteer(s) may set up their own props, tables and chairs. The HOW Designee(s) assigns all spaces.
4. Non-Profit Representative(s) and their volunteer(s) must park away from the event, not in the customer areas. You may park behind the Welcome Center. Non-Profit Representative(s) and their volunteer(s) are not permitted to park on Euclid Ave., River or Spaulding Streets.
5. Non-Profit Representative(s) and their volunteer(s) staying after 4pm are liable for themselves.
6. Set-up time is 8:00am – 9:30 am. Set-up times may vary according to Non-Profit Representative(s) and their volunteer(s) needs if approved by the HOW Designee(s) prior to the Saturday morning of Last Stop Willoughby.
7. Non-Profit Representative(s) and their volunteer(s) should avoid leaving the Wes Point Park area before 4:00pm. If accommodation is required and you need to leave, please seek the assistance of the HOW Designee(s).
8. Non-Profit Representative(s) and their volunteer(s) without advance arrangements must wait outside the Wes Point Park area to see if a space becomes available.
9. All Non-Profit Representative(s) and their volunteer(s) must check in with the HOW Designee(s).
10. All waste must be removed from Wes Point Park before the Non-Profit Representative(s) and their volunteer(s) leave. Vendors are responsible for removing their own waste from the park and not use city waste containers.
11. There will be no smoking or alcohol use by all Non-Profit Representative(s) and their volunteer(s) inside the Wes Point Park area.
12. The Heart of Willoughby, Inc. reserves the right to suspend or terminate the contract of any Non-Profit Representative(s) and their volunteer(s), for conduct deemed to be unprofessional and/or detrimental to the Last Stop Willoughby event.
13. It is assumed all Non-Profit Representative(s) and their volunteer(s) give permission to be photographed for promotional uses.

14. Non-Profit Representative(s) should come prepared with contact information for their Non-Profit to distribute and consent to giving their Non-Profits name, address, and contact info to persons attending the event.

15. Non-Profit Representative(s) and their volunteer(s) may not loan, give or sublease their space.

16. HOW and its Designee(s) reserve the right to deny or reject any application. Failure to comply with any of these rules may result in disciplinary action up to and including removal from the Non-Profit area and termination of your agreement. If for any reason a Non-Profit Representative(s) needs to terminate their agreement, it must be submitted to the Heart of Willoughby Board or its Designee(s).

Thank you for participating in our Fun Free Family Event of Last Stop Willoughby. Direct questions or concerns to: Heart of Willoughby Attn: Last Stop Willoughby 2 Public Square Willoughby, Ohio 44094
Email: deborah.mullen@welibrary.info • Phone: 440.942.3200 x 300.