



ALTAR APPLICATION

City of Suisun City Recreation, Parks, & Marina Department

611 Village Drive, Suisun City, CA 94585

jsingley@suisun.com

(707) 718-0311

The City of Suisun City Recreation, Parks, and Marina Department will be hosting a **Dia de los Muertos Celebration** on **Saturday, November 2, 2024** from 6:00pm-10:00pm. This event will be at Joseph Nelson Community Center located at 611 Village Drive, Suisun City, CA 94585. This event is open to all ages and admission is free.

This event will feature **Altars** and participants must submit an application. Space is limited and applications will be accepted until October 31, or until spaces are filled. Please note that all applications must be approved in order to participate. Once your application is received, you will be notified if it is approved or denied.

Altar spaces are free. Participants must arrive between 3:00pm and 5:00pm to setup their altar. You are welcome to park in the loading zones to unload, but please move to a parking space after. Participants must be setup by 5:30pm and may begin breaking down at 9:45pm. More information will be sent the week of the event.

To enter an Altar, please fill out the second page of this form and have it e-mailed, dropped-off, or mailed to our offices no later than **4:00pm on Thursday, October 31, 2024**. Late applications will be considered if space is available.

Scan and email to:

Justeen Singley, at jsingley@suisun.com

Mail or drop-off to:

Suisun City RPM

Attn: Justeen Singley, Recreation Coordinator

611 Village Drive

Suisun City, CA 94585

Contact Information			
Altar Name:			Date:
Group/Family Name:		Contact Name:	
Email:		Phone:	
Address:		City:	State: Zip:
Who or what is the altar honoring?			
What kind of lighting will you use? (open flames/candles are prohibited)			
Please describe the plans for your altar in detail (please include size).			
Terms of Agreement			
<p>Please check the following boxes and sign below</p> <p><input type="checkbox"/> I understand that I must arrive by 5:00pm to set up.</p> <p><input type="checkbox"/> I understand that all altars must be setup by 5:30pm.</p> <p><input type="checkbox"/> I understand that I may not breakdown until 9:45pm unless otherwise approved.</p> <p><input type="checkbox"/> Yes! I would like to have an Altar at Dia de los Muertos Celebration on November 2, 2024 from 6:00pm–10:00pm.</p> <p><input type="checkbox"/> HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR VENDORS:</p> <p>The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from participation permitted under this application, except for damages arising from the sole negligence or will full acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated within this contract. The cost of any special cleaning or damage to the facility, equipment or grounds, due to the participation, will be charged to the business listed on the application directly.</p>			
Application Return & Payment			
<p>Email, Mail, OR Drop Off by Thursday, October 31 to:</p> <p>Justeen Singley, Recreation Coordinator</p> <p>611 Village Drive</p> <p>Suisun City, CA 94585</p>			

Signature

Date