



**13th Annual Manassas Jazz Festival
(Formally Manassas Wine & Jazz Festival)
Manassas Museum Lawn • Sunday, June 18th, 2017
(RAIN DATE - Sunday, June 25th, 2017)**

Participant Agreement

You are invited to participate in the 13th Annual Manassas Jazz Festival to be held on Sunday, June 18th, 2017 (or rain date) on the Manassas Museum Lawn in Historic Downtown Manassas, Virginia.

This one-day festival will open at 11:00AM and close at 7:00PM. You are required to cut-off beer sampling at 6:30PM.

Sponsor Responsibilities:

- Sponsor will provide the following equipment/facility without additional charge to each participating brewery: sufficient space, one 6 foot table, two folding chairs, and tablecloth.
- Sponsor will make sufficient ice available to participating breweries.
- Sponsor will provide proper sanitary facilities, general security, emergency medical and fire protection for the area of the event, throughout the duration of the event.
- Sponsor will obtain all necessary area permits required to conduct the event, including the ABC Banquet License.
- Sponsor will provide an event site plan for each participating brewery in advance of the event.
- Sponsor will be responsible for establishing entry and exit points to the beer tasting area and for checking identifications to verify 21 or older age of attending public before issuing a tasting beer glass and wristband. Designated driver wristbands will also be made available.

Participating Brewery Arrangements/Responsibilities

- Each brewery will only bill sponsor for tapped kegs or used bottles/cans. All untapped and/or unopened containers will remain the breweries property and will return to said brewery upon completion of festival
- Each brewery agrees to sell sponsor tapped kegs and used bottles/cans at wholesale cost.

- Each brewery is responsible for obtaining a **certificate of insurance** for comprehensive general liability coverage for the event which lists, *Historic Manassas Inc.*, and the *City of Manassas* as additionally insured. Please make sure to also include an endorsement to the policy with the certificate of insurance.
- Each brewery is responsible for bringing the quantity of beer deemed appropriate for a one-day festival.
- Each brewery will be responsible for maintaining a clean, debris-free area immediately surrounding its booth area, watching out for broken glass, etc. Each brewery is responsible for all their own trash removal. Trash needs to be disposed of off premise and is not to be dumped in trash receptacles that are for on-site attendees.
- Each brewery is reminded that its personnel working the booth are not to provide beer to anyone who appears under the influence or to any obviously underage person who may have obtained a tasting glass. The re-carding of such individuals to reconfirm legal drinking age is the responsibility of the participating brewery personnel under ABC regulations. If a problem with an attending person does arise, then your staff representative should call upon the event security personnel to manage the situation.
- Each participating brewery is asked to promote the 13th Annual Manassas Jazz Festival on its website and in any written communications sent to brewery clientele.
- Failure to comply with the above requirements may jeopardize future festival participation for my organization

13th Annual Manassas Jazz Festival Event Participation Form

_____ (name of brewery) accepts the invitation to participate in the June 18th, 2017 (OR RAIN DATE), 13th Annual Manassas Jazz Festival to be held on the Manassas Museum Lawn (9101 Prince William Street) in Historic Downtown Manassas, 11AM to 7PM. We have read and will comply with the Event Participant Agreement and Responsibilities statement. Also, we understand that the event hosts will provide an appropriate space on the Museum lawn, and agree to the following fee arrangements to participate.

Brewery Contact _____ **Phone** _____

Name of Contact at Festival (if different) _____ **Cell Phone** _____

Mailing Address _____

Email _____

Signature of Acceptance/Date _____

Please complete this form, attach Certificate of Insurance, and return no later than APRIL 1, 2017. Brewery space is limited, and is available on a first come, first serve basis.

Additional questions can be directed to: 703-361-6599

Mail: Historic Manassas, Inc.
9431 West Street
Manassas, VA 20110

Fax: 703.361.6942

Email: ksmith@historicmanassasinc.org