



VOLUNTEER APPLICATION

15TH ANNUAL: STARRY NOVEMBER NIGHT

FRIDAY NOVEMBER 15, 2019

DEADLINE TO SUBMIT APPLICATION IS NOVEMBER 12TH

Events are an important part of what we do at the Hammond Downtown Development District. Large community gatherings like Starry November Night encourage regulars and newcomers alike to experience all that our historically hip Downtown has to offer. In one night, Hammond will greet thousands of people, encouraging them to shop with retailers, eat at one of our fine restaurants, and tour our ever developing district. Join us on November 15, 2019 as we set out to make the 15th annual Starry November Night the best one yet!

The Starry November Night Mission Statement:

Starry November Night is a Hammond Downtown Development District event for both tourist and residents of all ages to get an at-a-glance preview of the many attributes downtown Hammond has to offer, while remaining profitable and contributing to the success and development of the district.

Best Regards,

Chelsea Tallo

Executive Director

Hammond Downtown Development District

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Hammond Downtown Development District Mission Statement:

The Hammond Downtown Development District is devoted to progressing and stimulating business development and diversity. We protect, unite and rejuvenate the district in order to benefit residents and local commerce; making Downtown a promising place to socialize, do business and call home.

Hammond Downtown Development District Vision Statement:

- We believe that Downtown is the heart of Hammond, and we strive to protect and preserve its foundation in an effort to stay “Historically Hip.”
- We aspire to establish Downtown Hammond as a vibrant destination for locals, travelers and culturists.
- We seek to unify the district’s businesses, patrons and residents in an endeavor to maintain our successful and sustainable economy.



VOLUNTEER GUIDELINES

ALL VOLUNTEERS RECEIVE A FREE DDD T-SHIRT!

I. Application Process:

1. Apply through the signugnienus link on our website or Facebook page.
2. **Deadline to sign up is November 12, 2019.**
3. After a review of the application you will be notified via email with more information.

II. General Rules:

1. Starry November Night is expected to operate rain or shine. Dependable volunteer turnout is critical to hosting a successful event. In the event of a tornado warning or a City of Hammond closure/state of emergency, SNN may be cancelled or postponed.
2. In the event of a cancelled event, the Hammond DDD may choose to reschedule the event.
1. The DDD reserves the right to condense or extend vending hours.
2. Volunteer profanity (verbal or otherwise), shouting and disruption during SNN will not be tolerated.
3. Alcohol and tobacco should not be used during volunteer hours.
4. Must be 16 years of age or older to volunteer.

III. Volunteer Roles and Duties:

1. Approved volunteers will be placed in designated spot for SNN at the DDD's discretion.
2. Volunteers may be placed in the following stations: ticket booth, train rides, santa photos, information booths. Other stations may be added.
3. Volunteers can expect to be doing some of the following during their shifts:
 - a. Directing guests, working the ticket sales booth, check-in- in vendors, answering questions, handing out material, etc. Other responsibilities may be added.
4. Volunteers will receive placement via email along with an email of what they are to expect and duties to be carried out.

IV. Volunteer Shifts:

1. All volunteers will check in at Guerin Insurance 15 minutes before scheduled shift times.
2. All shifts are 2.5 hours long.
3. Volunteers will be given a first preference and second preference. Volunteers will be placed at the DDD's discretion.
 - o **Shift 1:** 3:00pm-5:30pm
 - o **Shift 2** 5:15pm -7:45 pm
 - o **Shift 3:** 7:25pm -9:45pm



V. Hold-Harmless Clause and Insurance

All authorized vendors participating in Starry November Night 2019 shall be individually responsible for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Hammond Downtown Development District for the Hammond Downtown Development District's own negligence or that of its servants, agents, and employees. Because no insurance is provided to participants in Starry November Night 2018, each vendor is encouraged to carry his/her own product liability insurance.

