



City of Spartanburg Special Events Office  
PO Box 1749 Spartanburg SC 29304

Physical Address: 100 N. Liberty Street  
(Top Floor of SPARTA/Greyhound Passenger Center)

864-596-3105

February 2, 2012

Dear Friends:

The City of Spartanburg will hold its annual Music on Main concert series beginning April 5, 2012. This year Music on Main will run for 22 weeks during the months of April, May, June, July and August. These events will be held every Thursday in Downtown Spartanburg – Main Street at Denny's Plaza. The premier musical social gathering is in its 19<sup>th</sup> year of providing entertainment for the local community as well as a venue for a fund-raising opportunity for Spartanburg's civic organizations.

The purpose of this memorandum is to both inform and offer your organization an opportunity to raise money by simply providing volunteers to work at Music on Main. In return, the City of Spartanburg will donate a percentage of the earned revenue raised during the assigned event for which your organization provides volunteers [see enclosed Memorandum of Agreement for more details].

In order for your organization to volunteer at Music on Main, **your group must be 100% able to fulfill everything outlined in the attachments** and agree to the terms provided in the Memorandum of Agreement (MOA). **All** organizational volunteers that are members must read the MOA in its entirety, so everyone knows what is required for the event.

Please complete and return the MOA no later than **March 5, 2012** to:

City of Spartanburg Special Events ATTN: Darryl Goodwin  
PO Box 1749 Spartanburg, SC 29304

You may also fax your application to 562-4049 or e-mail it to me at [dgoodwin@cityofspartanburg.org](mailto:dgoodwin@cityofspartanburg.org). If you have questions or concerns, please contact me by email or at (864) 596-3110.

Respectfully,

Darryl Goodwin  
Special Events Coordinator  
Enclosures 2  
Memorandum of Agreement  
Volunteer Duties



## 2012 Music on Main Memorandum of Agreement

1. This memorandum clarifies organizational expectations and the contractual agreement between \_\_\_\_\_ and the City of Spartanburg.  
(Print your organizational name)

2. In addition to providing 25 volunteers to work Music on Main, your organization must also commit to providing 12 volunteers (without pay) for one of the City's other festivals during the calendar year. Please select one of the following festival dates that your organization agrees to provide volunteers for without pay:

\_\_\_\_\_ Spring Fling, May 4, 5 & 6, 2012 (not necessarily all 3 days)

\_\_\_\_\_ Red, White, and Boom, July 4, 2012

\_\_\_\_\_ International Festival, October 6, 2012

\_\_\_\_\_ Creative Taste of Spartanburg, June 9, 2012

\_\_\_\_\_ A Dickens of a Christmas, November 27, 2012

3. Your organization will receive 18% of the Net Sales for the Music on Main you work – if all duties/requirements are met. (Should your organization not follow all of the guidelines at the event, you may receive less than the 18%. See chart under #4.) **New for 2012: The City of Spartanburg will pay your organization 18% or a minimum of \$300 for volunteering at MOM. In most cases, groups earn more than \$300, but in a few instances, the money has been less because of possible weather issues or other circumstances.**

4. In addition to the above:

- All organizations applying for Music on Main must be a 501C Non-Profit Organization or possess a Non-Profit Certificate of Existence from the State of South Carolina.
- **Volunteers must be physically able to meet all the requirements for the job.** This includes but is not limited to: standing a minimum of 50 consecutive minutes; lifting 25 lbs; selling/counting tickets quickly and being able to correctly count change back to the customer; being able to see well enough to properly check forms of Identifications; having no "moral" objections to serving alcoholic beverages; and being able to perform all duties assigned.

- Members serving alcoholic beverages for the City of Spartanburg must receive the Palmetto Retailers Education Program Training as specified by the South Carolina Department of Revenue. The City of Spartanburg will coordinate this training for your organization. This training is conducted annually.
- **Volunteers are not permitted to drink alcoholic beverages while working the event.**
- A single Music on Main requires 25 volunteers of which 19 of the volunteers must be of the legal age of 21. All Volunteers serving alcohol must be at least 21 years of age.
- Each organization must provide a team leader during the event.
- Required times for working the event are from 5:45 pm (at the latest) to 9:30 pm. Volunteers are responsible for assisting City staff with the set-up and break down of event and cleanup of their assigned area and the entire Music on Main area.
- If the organization does not fulfill all of its obligations as outlined in this MOA, their percentage of revenue will be lowered according to the following table:

	18%	15%	13%	10%	0%	
Complete all obligations	X					
Fail to set-up, clean up or breakdown area		X				
Required members fail to show up on time		X				
Required members fail to show up/ City substitute staff			X			Proceeds split with second group
Fail to maintain assigned areas during the event				X		
Drinking while working the event				X	*	Penalized for one year
Fail to show up					X	Cannot Return

The \_\_\_\_\_ has reviewed, acknowledged and agrees to  
 (Print organizational name)

comply with all requirements set forth in this agreement. We further understand that the City of Spartanburg's Special Events Office is ultimately responsible for all operational aspects of Music on Main and agree to abide by their decisions.

**WAIVER, RELEASE & INDEMNITY**

By its signature, the Volunteer Organization agrees to release, hold harmless the City of Spartanburg, its staff, agents and employees from any damages including loss of life sustained even if liability arises out of the negligence of the City of Spartanburg, its staff, agents and employees.

The undersigned further agrees to defend and indemnify the City of Spartanburg, its staff, agents and employees, from any and all claims. The undersigned further acknowledges and agrees that this release and Indemnity shall be construed to be as broad and inclusive as permitted by law and that if any provision or portion of this Release and Indemnity is held to be invalid by a court of competent jurisdiction, the undersigned agrees that the remainder of this Release and Indemnity shall remain in full force.

The undersigned further understands that I have given up substantial rights by signing this Waiver and Release and sign it voluntarily. This Waiver and Release also binds my heirs and assigns.

The undersigned represents that this Waiver, Release and Indemnity is given in consideration for being allowed to serve as a Music on Main Volunteer Group for the City of Spartanburg.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the organization and/or its employees, agents, or volunteers associated or to be associated with the volunteer opportunity, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial of our organization participating as a volunteer group for Music on Main.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_.

Please complete this additional information:

Social Security Number or Fed Tax ID # \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip

Best Phone # to reach you: \_\_\_\_\_

E-mail address: \_\_\_\_\_



Please indicate numerically your organization's desired Music on Main dates in order of preference by placing the number 1,2, or 3 beside the dates listed below. 1 - being the preferred date and 3 the least preferred. (Example: April 15<sup>th</sup> 3, April 19<sup>th</sup> 1, June 5<sup>th</sup> 2 ; April 19<sup>th</sup> is the preferred date).

(Dates highlighted in blue are rain dates, please do not select as preference.  
 Dates highlighted in red are no longer available.)

April 5 ___	May 3 ___	June 7 ___	July 5 ___	August 2 ___
April 12 ___	May 10 ___	June 14 ___	July 12 ___	August 9 ___
April 19 ___	May 17 ___	June 21 ___	July 19 ___	August 16 ___
April 26 ___	May 24 ___	June 28 ___	July 26 ___	August 23 ___
	May 31 ___			August 30 ___



## Volunteer Duty Requirements

Music on Main requires approximately **25 volunteers**. All areas must be covered at all times. Great customer service is our goal! Please stay in your assigned areas.

The briefing and area setup will begin at 5:45 pm (or earlier if possible) until 6:00 pm

- Set up Coke Wagon
- Set up tables for beer sales
- Set up ticket and wrist band areas
- Place trash cans
- Put out signs and banners

Event start time is 6:00pm. The event ends at 9:00pm.

### Volunteer Assignments:

Tent # 1: **Two** Volunteers issue Tickets (cash for ticket exchange) - No one under the age of 21

Tent # 2: **Two** Volunteers issue Ticket (cash for ticket exchange) - No one under the age of 21

Tent # 1; **Four** Volunteers required: Two will check ID and place wristband on customers; two will handle cash for wristband exchange. (100% ID check)

Tent # 2; **Four** Volunteers required: Two will check ID and place wristband on customers; two will handle cash for wristband exchange. (100% ID check)

**Two** Volunteers in the Coke Trailer (you can accept cash or tickets)

**Five** Volunteers located at Beer Trailer #1

**Five** Volunteers located at Beer Trailer #2

**One** Civic Group Leader that will serve as a roamer assisting City Staff as needed.

**All 25 Volunteers** - Area cleanup is from 9:00 pm until 9:30 pm. This includes taking down the tables from all areas, picking up the trash and rolling back trash cans. To make cleanup as quick and easy as possible, we need everyone to stay and help.