



Fredericksburg, Va 22406 540-752-4671 or 540-270-7914

Monday, December 19th, 2011

Sir, Ma'am,

The 13th Annual Hartwood Days Community and Youth Fair will be held on the Hartwood Festival Grounds on Hartwood Road on 8 September 2012. [Venturing Crew 1717](#), an organization within the Boy Scouts of America, is organizing this event, and we would like for **your** organization to assist this year. This festival is open to **everyone** (not just scouts) . . . the Greater Fredericksburg community, Northern Va, the whole east coast! Youth of **all** ages, from 1 to 99, are the focus of this event which will afford Families and Youth an opportunity to try new things, learn something, and have FUN as well as afford Scouts the opportunity to complete work toward badges, pins, and achievements.

As is tradition, this is a **FREE EVENT**. There is **no Admission fee** or required donation for attendees. We hope to draw boys, girls, and their families from Northern Virginia, and all over! Hartwood Days is similar to a fair during which there are activities, exhibits, games, music, and booths...and we hope YOUR organization can help us offer this event.

Last year was the third year for incorporating a Living History Area into the event, and several of the patrons of the event loved that area. We hope to again provide this ability to **"Walk Through Time"** for those attending the event. I understand that we contacted several of you too late in the season for your attendance, and for those who couldn't make it last year, we hope you will consider participation this year. We hope to be able to offer a balanced perspective, with representation from both 'sides', if a war era.

The concept was that Ms Stewart Jones's historic nature conservancy property, across the street from the Historic Hartwood Presbyterian Church, would be available to Living Historians to set up period camps/areas covering from the Roman, Medieval, Colonial/Revolutionary time through French & Indian War, 1812, Civil War, WW1, WW2, Korea, and even Vietnam if there are any folks doing that era. Basically ANY periods we can get are appreciated (Please forgive us if we forgot to list your historical area, we still want you!!). Your unit would all be Exhibitors, and of course would not pay for their participation.

A little more detail on the look of the LHA is available on the website, at the bottom of



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the Vendor page. We're working on updating the living history page on the site, and we'll put one of your pictures with a link to your site. If you have any particular pictures that you want us to put up of your group, let me know and shoot them to me, or I can just grab them off of your site if you want.

Feel free to use whatever means to educate the crowd that you'd like, to include handouts, displays, interactive events, or activities (or all if you'd like) to provide the best experience to your audience. Of course, you would be able to decorate your area with promotional material, banners, etc. We expect around 2500-3000 youth and their families. And of course....Recruiting is always Authorized!

We know that your organization understands that the Cub, Boy, and Girl Scouts of America instill values and ideals, which are congruent to those needed by, and essential to becoming productive, effective future leaders in our communities. We sincerely hope that you will assist us in this endeavor to further develop our youth, provide interesting and educational information and/or fun activities, and at the same time provide a weekend of fun for all of the youth and families in attendance.

Our website can be found at <http://www.hartwooddays.org> (still updating it for this year) and Sponsorship opportunities are opening now. I look forward to talking with anyone interested in working with the Living History area, being a Vendor, or becoming a sponsor. Please don't hesitate to contact us through the undersigned at willis@crew1717.org or at 540-270-7914 or 703-601-0938.

A handwritten signature in blue ink, appearing to read 'Willis M. Madden Jr.'.

Willis M. Madden Jr.
Advisor, Venturing Crew 1717
<http://www.crew1717.org>



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HARTWOOD DAYS FESTIVAL LIVING HISTORY AREA (LHA) ENCAMPMENT RULES AND PROCEDURES

Before your group arrives:

1. All general weapon safety rules and Black Powder rules should be read and understood by all members of the unit. During the encampment, these rules must be strictly obeyed.
2. All participants are considered Hartwood Days Festival (HWD) Volunteers, and will be required to complete the enclosed volunteer LHA Liability Waiver, and agreement to these rules (1 per person). Each unit member must register individually for individuals camping overnight and in order to receive a HWD parking pass for those with vehicles.
3. The Unit will have the LHA Unit Information form filled out prior to arrival. Receipt by E-mail in advance is preferred. Numbers participating can be estimated, but will need to be accurate on arriving for the event.
4. Pets and animals are permitted in the encampment area, but stabling facilities are not available. Your animals and the resultant safety to them, and the public is your responsibility.
5. All groups are required to have a first aid kit.
6. Prepare a complete list of participants accompanying your group. Know the make, model, and license plate numbers of vehicles carrying unit supplies and equipment that will be unloaded to set up your camp.
7. If you have any questions concerning your unit's arrival, please contact the Living History Area Director (LHAD) via email at LHA@crew1717.org.

When your group arrives:

1. Check-in will be located near the Old Sanctuary of Hartwood Presbyterian Church (25 Hartwood Church Road) and NOT in the command center. A LHA staff member will check you in beginning at 5:15 p.m. on Friday. You may receive a schedule of events, demonstrations, and participating group names.
2. **Unit Registration and Security.** You are required to provide the LHAD with an updated list of those who are or will be in your group. This list will aid the LHA staff and the Festival staff. To assist with security, we ask that any after hours departure or arrival be coordinated with HWD/LHA staff. Each participant will be issued a vehicle parking pass for use the day of the event.
3. **Setting up Camp.** Your area will be marked with a sign stating the group's name. You may



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begin setting up your campsites as early as 12 p.m. Friday, But Set-up must be completed by 0830 a.m. on Saturday. The LHA should be ready for visitors by 0900 Saturday morning, when it opens to the public.

4. **Photo Release.** Participation is consent for your unit and unit members to be photographed. These may be used in future website and advertising/brochures.
5. **Accessing your camp with vehicles.** In order to set up, you will be allowed to drive onto the encampment area to unload equipment and supplies (weather permitting). Please set up quickly to prevent traffic congestion, and then move vehicles to the participants' parking area reserved for your convenience. **Cars will not be allowed on the grounds after 0800 a.m. Vehicles may not re-enter the encampment site until AFTER 5 p.m. on Saturday,** as space permits, with other exhibitors in the area.

The Encampment:

1. The command center will be located near the encampment area. It will be staffed by the LHAD who is there to assist with problems, questions, emergencies, etc. In case of any emergency, contact the command center immediately.
2. Firewood, straw, water, and toilet paper
 - a. Wood can be found in the surrounding wooded areas. Please DO NOT fell any live trees, only take dead wood which has fallen, or can be knocked down safely from falling trees. The festival will most likely NOT have piles of wood available unless we receive a donation of such.
 - b. Porta Potties are located near the encampment site and are available for your use.
 - c. A Water Buffalo will be located near the encampment site. Notify the LHAD if it needs to be refilled.
 - d. Groups are expected to maintain a clean site and to leave the site as they found it when they depart. Please be sure to bring Plastic garbage bags with your group, and set up on arrival. Bags should be discretely concealed but conveniently accessible. They can be placed next to the asphalt road on Saturday evening/Sunday morning for pickup.
3. Fires should be kept at a reasonable level (2 ft. maximum flame level). Large bonfires are not permitted in any form or in any area. If your group has a Fire extinguisher, please bring it. Otherwise, please ensure that a designated water container is positioned near the fire in case of emergency, and that unit members know it is for the Fire use only. Please use water to extinguish all normal heat and cooking fires. **A unit member must be present to tend fires at all times.** Digging is allowed, but no more than 1 foot deep, and again PLEASE return the earth to its original appearance. This will involve saving broken surface sod, to repack your pit. Ashes may be spread over the ground to disperse, if filling in the fire pit with the ashes inside will cause a 'mound'.



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4. The LHA is on Private property but open to the public, and will attract many visitors. Conduct is to be of professional caliber and appropriate to all of our visitors.
 - a. Fighting or rowdiness is not permitted.
 - b. The use of profanity is inappropriate.
 - c. No gambling, alcoholic beverages, or controlled substances of any kind are permitted on Festival or LHA grounds at any time. **State law prohibits their use in a public access area.**
 - d. Weapon safety must be observed at all times. Firearms are not to be pointed at any individual or group at any time. Firearms are to be elevated during unit demonstrations.
5. The restrooms inside the Church/museum building are not to be used for washing pots, clothing, etc.
6. Children are required to be in the presence of a responsible adult **at all times**.
7. Many of the areas around the grounds are not lighted at night. For your safety, please ensure that you have a light source (lantern, flashlight, etc).
8. Encampment quiet times are 11:30 p.m. Friday – 0600 a.m. Saturday, and again 11:30 p.m. Saturday – 0600 a.m. Sunday . Please respect the other campers' need for quiet. Although the main event is only on Saturday, units/exhibitors may stay through Sunday, and are encouraged to participate in the 11:00 a.m. service in the Historic Sanctuary on Sunday.

Departure:

1. Vehicles may re-enter the grounds (weather dependent) after 5 p.m. Saturday in order to pack equipment and supplies. Be sure to display unit number that you will receive at check-in. We request that those leaving Sunday morning refrain from doing so between 10:30-12:00, as the 11:00 service will be in progress.
2. **All groups must break camp and vacate the premises by 6:45 p.m. Sunday so pack accordingly!**

AMMUNITION SAFETY REGULATIONS

Designated Hartwood Days Festival Committee staff will enforce all safety regulations ensuring that all weapons and ammunition used during special events are demonstrated in a safe manner. The designated staff has sole authority in interpreting the safety regulations, and there are no appeals of rulings.



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POWDER STORAGE

1. Upon arrival at the Festival Living History Area (LHA), all ammunition will be inspected to ensure the proper manufacture of cartridges and safe storage of cartridges is utilized throughout the event. All units should bring with them and store all black powder in a metal ammo can!
2. No ammunition, whatsoever, should be left out in public view, but should be either secured on your person, in a personal vehicle, or secured in a metal ammo can, inside a wooden box or chest, and locked.
3. Ammunition should not be drawn until just prior to each unit's scheduled demonstration. Once the demonstration is over, all unused ammunition should be secured. Each unit will have a member designated to ensure that all cartridge boxes have been emptied and the cartridges secured properly.
4. Any misfires not cleared in the field will be cleared in the designated area under the supervision of a magazine official. The testing of weapons will be performed in this area.
5. Participating units will only bring the ammunition appropriate for the weapons they will be demonstrating.
6. Participants should not bring any more ammunition than they can reasonably use during the event.
7. Smoking is not permitted in the demonstration field area, or where ammunition is stored in the camp.

LOADING AREAS

1. Weapons will only be loaded and fired in the designated areas.
2. No projectiles of any sort will be loaded into any weapon at any time. Paper wadding may be rammed where there are no opposing forces on the field.
2. Artillery will not be reloaded more frequently than once every two minutes.

FIRING AREA



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1. Firing may not commence until the interpreter/participant narrating warns the spectators of the loud noises.

WEAPONS AND CHARGES

1. The Festival LHA must depend on individual participants and their unit commanders to ensure the soundness and safe operation of all weapons. A weapon's check will be held prior to each time a unit or individual enters the demonstration field.
2. Only enough cartridges may be prepared for scheduled demonstrations, and all unused cartridges will be returned to the magazine.
3. No torn or damaged cartridges will be returned to the magazine. These will be disposed of in a safe manner.
4. Each unit should take the time to quickly police their demonstration area for paper cartridge residue. Special care should be taken to locate and recover any dropped unexploded cartridges prior to departure from the demonstration area.
5. No one may touch or handle a ramrod when there are opposing forces on the field. If observed this violator will be asked to leave the field.
6. No fixed bayonets will be allowed when there are opposing forces within thirty (30) feet of each other on the demonstration area.



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Living History Area Liability Waiver

Today’s world presents many challenges to organizations which rely on volunteers to accomplish their mission. I agree that by participating in the event known as The Hartwood Days Festival “Walk through Time” in the Living History area:

- I acknowledge that the directors, officers, agents, employees and volunteers of the Hartwood Days Festival and any sponsors of the aforesaid Festival are not responsible for any loss, injury or death that may occur during this event.
- I realize that there are inherent risks and dangers (including serious bodily injury and death) in an event of this type and that I fully understand them and that I wish to participate in the event.
- In consideration for being allowed to participate in this event, I agree to exempt and release forever all personnel, officers, members of the Hartwood Days Festival Committee and the event coordinators, event volunteers, and registered reenactors from any liability, claims, demands or actions, or causes of action whatsoever arising out of any damage, loss, or injury to me or the above named minor arising out of the above named minor’s participation in this event, whether such loss, damage, or injury results from the negligence of the Hartwood Days Festival committee, their personnel, officers, members or agents, or from some other cause. I also agree to exempt and release forever the Hartwood Days Festival committee, its agents, officers, and employees and also the event coordinators, event volunteers, and registered reenactors, whether acting officially or not, for any liability, claims, demands or actions, or causes of action whatsoever arising out of damage, loss, or injury to me or my personal property or the above named minor arising from the above named minor’s participation in this event, whether such loss, damage or injury results from the negligence of the Hartwood Days Festival committee, officers, agents, employees.

I have read the event rules and safety regulations, and agree to obey them.

Initial to accept _____

I have read and agree to the liability waiver.

Signature _____ Date _____

Organization _____



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LHA UNIT INFORMATION

NAME OF UNIT _____

COMMANDING OFFICER _____ On Site Cdr _____

CONTACT PERSON _____

ADDRESS _____

PHONE CELL _____

EMAIL _____

NUMBER OF PARTICIPANTS _____

Do you wish to conduct a force on force, or weapons, or some other type of scheduled demonstration? If so, what would it be, and what would you request your times be, so that we may let the audience know:

VEHICLES used in display (Number/Type-describe)

ORDINANCE: Artillery & Crew Served Weapons (Number/type-describe)

PLEASE GIVE US A BRIEF DESCRIPTION OF HOW YOU INTERPRET YOUR ROLE IN YOUR TIME PERIOD.

WHAT INSURANCE COVERAGE DO YOU CARRY? _____
NAME/ADDRESS OF INSURANCE COMPANY