



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

2023 PUMPKIN WALK GUIDELINES FORM

1. There are **20** scenes available along the Peck Education Trail in Bob Noble Park, and are first come first serve. In order to reserve your spot, you must register at the Paducah Parks & Recreation Office located at 1400 HC Mathis Drive or call 270-444-8508. All fees are waived for 2023 so it is free to participate.
2. An individual or current designated member of the organization will be the only City of Paducah contact, and all guidelines will be the responsibility of the designee to follow and instruct its organization. An alternate point of contact can be provided if necessary.
3. There is a limit of one scene per organization, civic group or individual. Scenes should have a fall or Halloween theme and contain at least one painted pumpkin. Pumpkins or scenes with inappropriate language, graphics, or promotion of political candidates or causes will not be allowed. Carved pumpkins are not allowed due to likelihood of rotting. Candles or open flames are not allowed at the scene. Each scene will have limited space, approximately 5 feet wide x 3 feet deep.
4. There will be two straw bales provided by City of Paducah that pumpkins can be placed on or incorporated into your scene. All other materials should be provided by the organization. Materials for the scene should be limited to one or more painted pumpkins, gourds, mums, fall characters, additional straw bales, or signage recognizing your group or organization.
5. Organizations should set up their scene during park hours on October 10, 11, or 12 so it is in place for the opening on Friday October 13. Please be prepared to check on your scene periodically during the duration of the event so all scene items are in place through Tuesday, October 31.
6. The Parks & Recreation Department will accept registration for scenes with signed Pumpkin Walk Guidelines Form from September 18 at 8:00am through October 5 at 4:30pm. To reserve a spot and submit the signed Pumpkin Walk Guidelines Form, visit the Parks & Recreation Office at 1400 HC Mathis Drive or email form to tmorsching@paducahky.gov.
7. Entries are based on a first-come, first-serve basis. If the maximum number of 20 scenes is reached before the deadline, Paducah Parks & Recreation will add interested parties to a waitlist.

8. Pumpkins and materials should be collected from your site by Thursday, November 2. Any materials left will be disposed of on Friday November 3.

9. Paducah Parks & Recreation reserves the rights to discard, throw away, or not accept any application that was not filled out correctly. The City of Paducah will be held harmless from any damage or vandalism to pumpkins or items at each scene while they are in Bob Noble Park. The City of Paducah will not make repairs to scenes. This is the responsibility of the organization.

10. By signing below, you are stating you have fully read and understand the guidelines.

Organization Name: _____

Contact Person Name: _____

Organization Address: _____

Organization Phone: _____

Organization Email: _____

Contact Person Phone: _____

Contact Person Email: _____

Signature: _____ Date: _____