CHARLTON PARK VILLAGE, MUSEUM & RECREATION AREA
CIVIL WAR REENACTMENT 2014

EVENT INFORMATION

RE-ENACTOR REGISTRATION

Each unit is required to Pre-Register via email or mail, at no charge, by July 1, 2014. Please use attached Form#1 Re-enactor Pre-Registration to register your entire unit. You may make additional copies if necessary but registration by separate individuals is discouraged. All adult participants must check in onsite at the Gas & Steam Barn and complete a Hold Harmless Release before setting up camp. Parents or legal guardians must sign a Hold Harmless Release for minors under 18 years of age. Check-in will be open Friday, July 18, 2014 from 8:00 am until 12:00 midnight and Saturday, July 19, 2014 from 6:00 am to 12 noon. RE-ENACTORS ARRIVING AFTER 12 NOON SATURDAY MUST COMPLETE RELEASES AT TICKET BOOTH.

SUTLER REGISTRATION/INFORMATION

Please pre-register by July 1, 2014 by using Form#4 Sutler Registration. Cost is $25.00 per Sutler space. All Sutlers must sell "period items", wear period attire and provide their own tents, equipment and fire extinguisher. Sutlers may NOT sell from modern vehicles. Sutlers may camp beside their own sutlery in a tent if space allows. The Sutler Coordinator will assign ALL sites on Sutler Row. **NO "walk-on" Sutlers will be allowed.** Sutlers may check-in Thursday, July 17 from 9:00 am – 6:00 pm, Friday, July 18 from 9:00 am to 8:00 pm, or Saturday, July 19 from 7:00 am to 9:00 am. Upon arrival, enter by the North Gate and drive down to the designated Sutler area (east side of Gas & Steam Barn). The Sutler Coordinator will be able to assist you. All modern vehicles **not removed** from Sutlers Row before 8:00 am Saturday will be subject to towing at the owner's expense. **This event officially ends at 3:30 pm on Sunday. At that time, vehicles will be allowed into the Sutler area at the discretion of Park Staff. Sutlers may remain at Charlton Park until Monday, July 21, but must depart before 12 noon.**

SUTLER MERCHANDISE GUIDELINES/TAXATION

A site representative will visit your Sutlery on Saturday morning before the Civil War Muster opens to the public, to ensure that all items relate to the event's historical time period. Merchandise must be applicable to the time frame of the 1830's through 1865. The site representative **will ask** you to **remove non-period items** from your Sutlery. The Michigan Department of Treasury requires all Sutlers to have a vendors' license, to charge sales tax, and to remit sales tax to the State. Obtaining a vendor's license and following taxation procedures are the responsibility of each Sutler. Further information is available from the Department of Treasury, Treasury Building, 430 West Allegan Street, Lansing, MI 48922.

ARTILLERY CONDUCT

Unit Commanders shall be responsible for the safety and conduct of troops under their command and shall prohibit smoking near any black powder supplies. Full scale cannon only, mortars allowed by permission only. All cannons will be inspected by the Artillery Inspection Team as approved by the Host Unit(s). Safety Officers designated by the Unit(s) will oversee the artillery firing lines during engagements. Timing intervals between rounds will be observed.

AUTHENTIC CAMPS

Separate camps will be offered for Union and Confederate Military, for Civilians, Sutlers & Modern Campers. See Form#2 Re-enactor Camping. After check-in, please proceed to your respective camps, unload; and then park all modern vehicles in the Recreation Area. Water, restrooms, and a limited supply of firewood will be provided. Straw will be rationed. Campfires must be in pits and located in non-pedestrian areas. Vehicles will be allowed to unload equipment in the authentic camps until 9:00 am Saturday, and in the military camps until midnight Friday. Vehicles left in camps AFTER THESE TIMES will be subject to towing at the owners expense. Companion animals are prohibited in Authentic Camping. No modern vehicles will be allowed in the camps from 8:00 am Saturday to 4:00 pm Sunday. **Drivers & occupants of vehicles who drop off or pick up reenactors between Friday and Sunday may be subject to spectator gate fees.**

AUTHENTICITY & SAFETY

All military, civilian and sutler participants must be dressed in period clothing while in their respective Authentic Camp areas. All military, civilian and sutler participants (not in period costume) who wish to leave and reenter the Park from 9:00 am Saturday to 3:00 pm Sunday MUST stop at ticket booth and inform attendant or they may be subject to gates fees upon reentry. Please maintain an authentic impression and attire throughout the event. Public spectators will be visiting the Park throughout the weekend, so keep in mind that respectful and educational conversations with the public are in order. Civilians are discouraged from camping with the military. Minimal civilian visitation in military camps is acceptable. All weapons, including personal sidearms, will be inspected by the appropriate commanders. Proper safety habits should be observed at all times. Firing of weapons IS NOT ALLOWED in any of the camps. Safety inspections will be held in both military camps before the battles. NO ONE will participate who has not been properly registered and safety inspected. Dismounted Cavalry impressions will fight as infantry and must have an appropriate two or three banded rifle. NO carbines, shotguns, or flintlocks will be allowed by anyone.

CAMP FIREWOOD

Please be responsible and use sparingly. USE ONLY WOOD FROM WOODPILE LOCATED AT THE UPJOHN CARRIAGE HOUSE. All other woodpiles and sheds are off-limits.

CAVALRY/MOUNTED REENACTOR CONDUCT

Unit Commanders shall be responsible for the safety & conduct of troops under their command. All horses must be under control of their rider at all times and are not allowed to gallop or run outside the battlefield area. Event liability insurance will cover damage or injury by a horse to the public but excludes damage/injury to the rider. Riders are responsible for maintaining their own personal health & property insurance. **Horses used during the event must be covered by appropriate health papers such as the Equine Infections Anemia Lab Test, or Coggins Test. Bring this documentation with you in order for your horse to participate. If you do not bring these papers to On-Site Check-In, your horse cannot participate in this event. Bring you own hay. Hay will NOT be provided. Community water tank will be provided.**

CLEAN-UP

The Charlton Park Civil War Reenactment 2014 officially ends on Sunday, July 20, 2014 at 3:30 pm. At that time, all participants are required to clean up their campsite by:

*Bringing unused firewood back to Carriage House
*Rake and bag straw and bring to ration station
*Collect and bag all refuse and bring to ration station. Trash bags are available at ration station.
*Clean out and re-cover fire pits with sod.
*Assist in cleaning up cartridge papers from battle and tactical areas.

ALCOHOL, SMOKING, MINORS, CURFEW & CONSIDERATION OF OTHERS

July 18 through July 20, Charlton Park is your home and neighborhood. Please show consideration for your neighbors during your stay here.

*Park noise curfew is 11:00 pm-8 am daily. No loud music or disturbances will be tolerated at this time. **Violators of "Curfew & Consideration" rules may be asked to leave the event and may be prohibited from participating in future events.**
*Absolutely no alcohol is permitted on Park property. This is in violation of the Barry County Parks Regulation Ordinance, Section II, 2, m. Violators will be asked to leave the event.
*Minors: A waiver must be signed for all persons under the age of 18. Minors must be supervised at all times and accompanied by an adult after curfew.
*No smoking is permitted near black powder supplies or Village buildings.

INFANTRY CONDUCT

Company Commanders shall be responsible for the safety and conduct of troops under their command and shall prohibit smoking near any black powder supplies. Weapons & ammunition inspection shall be conducted by a representative of the Host Unit(s) and approved by the overall military commanders. All bayonets or knives

must be tied to scabbards or left in camp. Non-period weapons are prohibited on Park property. Officers may carry swords and sidearms.

LANTERN TOURS
Volunteers for leading tours as well as creation of scenarios, please contact Tour Coordinator/Civilian Coordinator Sally VanderArk by Friday night. Her camp is located in Walnut Grove. **Everyone is Welcome!**

MEDICAL CONDITION
Any participant with special medical condition(s) must report these to their unit commanders in case a participant becomes ill, is injured, or requires medical treatment. Sutlers should report to the Sutler Coordinator.

MILITARY DRILLS & BATTLES
Company drills are encouraged at times when official event activities are not being conducted. Troop movements through Village areas are allowed but such areas are considered neutral zones. Participation in scheduled Battalion Drills for U.S. and C.S. troops is mandatory. A Battle Reenactment for spectators will be held on Saturday morning and afternoon & Sunday afternoon. The battles will be conducted as arranged by the opposing military commanders.

MODERN CAMPING
All modern campers, following check-in, should proceed to the modern campsites located at the pavilion. There are 50 modern camp sites available on a first come, first serve basis. A dump station is located 6.2 miles away at 225 N. Cass Street in Hastings, 7 am – 3 pm M - F, free of charge. If you choose to have a campfire, please extinguish coals and fill in your fire pit prior to departure. Water and restrooms are located throughout the Park. Campsites can only be reserved through pre-registration by individuals, not units. Companion animals must be leashed, curbed and cleaned up after. **See Form#3, Modern Camping Reservation.**

PERIOD ENTERTAINMENT
Saturday evening entertainment will be provided at the Gas & Steam Barn by a period band. No alcohol or weapons should be brought to this function.

POWDER LOADS Recommended powder loads for weapons: rifles/muskets = 60-70 grains; pistols = 20-30 grains; artillery pieces (6 pdr. & up) = 8-10 ounces of Black Powder ONLY (NO flour or other "filler" added).

RATIONED STRAW
A limited amount of straw will be rationed to military reenactors camped in authentic military camps. Details are available at registration. **STRAW IS LOCATED AT THE GAS & STEAM BARN REGISTRATION AREA AND OPEN FRIDAY 8:00 AM – 10:00 PM AND SATURDAY 8:00 AM – 10:30 AM ONLY.**

SEVERE WEATHER
In rain storms, seek shelter in the nearest Village building. In case of a tornado warning, strong winds or hail, go directly to the Carlton Center Church Basement, Stone Restrooms in front of Snack Bar, or ground floor of Irving D. Charlton (stone) museum.

TENTS (U.S./C.S.) INFANTRY AND ARTILLERY CAMPS
Shelter Halves (Dog Tents) and a few "A-Tents" (for Officers) are acceptable. NO Wall-Tents! A Medical Tent/Fly is acceptable near each camp for demonstrations. "A-Tents" for enlisted men are acceptable in Artillery Camp, but should be kept to a minimum in Infantry Camps.

EMERGENCY CONTACT
If your family is unable to contact your cell phone during an EMERGENCY, they may call Charlton Park at

(269) 945-3775 from 8:00 am to 5:00 pm daily (an automated attendant will accept messages from 5:00 pm to 8:00 am). Email Messages Contact: info@charltonpark.org

OTHER IMPORTANT PHONE NUMBERS:

On Site Emergencies	Dial 911	
Barry County Sheriff's Department	(269) 948-4800	
Spencer's Towing	(269) 945-2909	
Pennock Hospital	(269) 945-3451	(1009 W. Green Street, Hastings)
Eavey Veterinary Service	(269) 948-2222	Works w/ large animals –someone on call.

ICE MACHINE

An ice machine is available at the ticket booth or by contacting Sally VanderArk via radio. An 8 pound bag of cubed ice is $2.00

FOOD & POP MACHINE

A pancake breakfast will be available to all on Saturday and Sunday from 7 am – 9 am at the Gas & Steam Barn. Cost is $3 per person. A food vendor is also located on the South side of the Church on top of the hill. There is a pop machine on the back porch of the Upjohn House. No unlicensed or unauthorized food or beverage sales on Park property are allowed. Food Vendors must be approved by the Park in advance and furnish the appropriate licenses, insurance and fees.

Historic Charlton Park is committed to bringing quality living history events to the residents of southwestern Michigan. We are pleased that you are joining us and ask your support in maintaining the historical authenticity of our event by complying with our guidelines.

ALL INDIVIDUALS PARTICIPATING IN THE HISTORIC CHARLTON PARK CIVIL WAR MUSTER WILL SIGN A WAIVER STATING THEY HAVE READ AND UNDERSTAND THE CONTENTS OF THIS PACKET

FORM #1 PRE-REGISTRATION - REENACTORS ***RETURN BY JULY 1, 2014***
CHARLTON PARK CIVIL WAR REENACTMENT
JULY 19-20, 2014

UNIT NAME:_____ #Union_____ #Conf._____
CONTACT PERSON:_____
_____
ADDRESS CITY STATE ZIP

DAY PHONE:(____)_____EVE. PHONE (____)_____
E-MAIL: _____LICENSE PLATE #s:_____

_____#ARTILLERY_____#CAVALRY _____#CIVILIAN_____#INFANTRY_____#MEDICAL_____#MED IMPRESSIONS_____#CANNONS ____#HORSES_____#CIV. MEN_____#CIV. WOMEN _____#CIV. CHILDREN: _____#NON-PARTICIPATING DEPENDENTS

PEOPLE USING STRAW: Union___Conf.___Civilian___

MEMBERS OF OUR UNIT WILL ASSIST WITH THE CANDLE LANTERN TOUR: #_____

BRIGADING PREFERENCES:_____

CAMPING RESERVATIONS:

PRIMITIVE CAMPING - FILL OUT FORM #2 & FOLLOW SUBMISSION INSTRUCTIONS
MODERN CAMPING – FILL OUT FORM #3 & FOLLOW SUBMISSION INSTRUCTIONS

LIST ALL NAMES OF THOSE ATTENDING:

ADULTS: MINORS:

DOES ANYONE IN YOUR UNIT HAVE A SPECIAL MEDICAL CONDITION? YES____NO____
IF YES, PLEASE EXPLAIN:

_____ _____
Signature **Date**

******RETURN THIS FORM BY JULY 1, 2014******
*******LATE REGISTRATION FEE: $10.00 PER REENACTOR*******

EMAIL REGISTRATION INFORMATION TO: KRISSYSOLDMAN@AOL.COM
-OR-
MAIL TO: JOHN CLARK
PO BOX 235
SHERWOOD, MI 49089

FORM#2 REENACTOR CAMPING ***RETURN BY JULY 1, 2014***
CHARLTON PARK CIVIL WAR REENACTMENT
JULY 19-20, 2014

UNIT NAME:_____ #Union_____ #Conf._____
CONTACT PERSON:_____
_____
ADDRESS CITY STATE ZIP
DAY PHONE:(___)_____EVE. PHONE:(____)_____

E-MAIL:_____ LICENSE PLATE#s:_____
_____ #ARTILLERY _____ #CAVALRY _____ #CIVILIAN _____ #INFANTRY_____ #MEDICAL
#NON-PARTICIPATING DEPEND: _____

COMPANION ANIMALS PROHIBITED IN PRIMITIVE CAMPING

PRIMITIVE CAMPING INFORMATION

OF CIVILIAN TENTS: WEDGE_____ WALL_____ SIBLEY_____
OF CIVILIANS CAMPING_____
OF PRIMITIVE MODERN: TENTS_____ POP-UPS_____ SELF CONTAINED RV_____
OF PEOPLE_____

*****MODERN CAMPING – FILL OUT FORM #3 & FOLLOW SUBMISSION INSTRUCTIONS*****

DOES ANYONE IN YOUR UNIT HAVE A SPECIAL MEDICAL CONDITION? YES___ NO___
IF YES, PLEASE EXPLAIN:

LIST NAMES OF THOSE ATTENDING:

ADULTS: MINORS:

_____ _____
Signature Date

******RETURN THIS FORM BY JULY 1, 2014******
*******LATE REGISTRATION FEE: $10.00 PER REENACTOR*******

EMAIL REGISTRATION INFORMATION TO: KRISSYSOLDMAN@AOL.COM
-OR-
MAIL TO: JOHN CLARK
PO BOX 235
SHERWOOD, MI 49089

FORM #3 MODERN CAMPING ***RETURN BY JULY 1, 2014***
CHARLTON PARK CIVIL WAR REENACTMENT
JULY 19-20, 2014

MODERN CAMPING RESERVATION

NAME:_____UNIT:_____
ADDRESS:_____
(Street) (City) (State) (Zip)
DAY PHONE: (____)_____EVENING PHONE: (____)_____
E-MAIL ADDRESS:_____
VEHICLE LICENSE PLATE #:_____

OF YEARS REENACTING:_____

Assignment of camp sites is on first come, first served basis. Upon arrival, check-in at the Gas & Steam Barn, to sign release. **NO GENERATORS ALLOWED between 11 pm and 7 am.**

COMPANION ANIMALS MUST BE LEASHED, CURBED AND CLEANED UP AFTER

YOU HAVE:_____# OF TENTS ____# OF POP-UPS _____#OF SELF-CONTAINED
_____#OF SITES NEEDED (4 people per site) RECREATIONAL UNITS
TRAILER LICENSE PLATE #:_____STATE:_____

DOES ANYONE IN YOUR PARTY HAVE A SPECIAL MEDICAL CONDITION: YES_____ NO_____
IF YES, PLEASE EXPLAIN:

NAMES IN CAMPING PARTY:	ADULTS	MINORS
# OF MALES: _____	_____	_____
# OF FEMALES: _____	_____	_____
	_____	_____
TOTAL # IN	_____	_____
MODERN CAMPING: _____	_____	_____

_____ _____
SIGNATURE **DATE**

EMAIL REGISTRATION INFORMATION TO: SGRAHAM@BARRYCOUNTY.ORG
-OR-
MAIL TO: HISTORIC CHARLTON PARK
2545 S. CHARLTON PARK ROAD
HASTINGS, MI 49058

FORM#4 SUTLER REGISTRATION ***RETURN BY JULY 1, 2014***
CHARLTON PARK CIVIL WAR REENACTMENT
JULY 19-20, 2014

Please remit this completed form and fee of $25.00 to reserve your location. All Sutlers are required to pre-register.

PROPRIETOR'S NAME:_____
NAME OF SUTLERY:_____
TYPE OF MERCHANDISE:_____

LIST NAMES OF ALL INDIVIDUALS IN YOUR PARTY ATTENDING THIS EVENT:

_____ _____ _____
_____ _____ _____

I plan to camp behind my Sutlery in a tent, if space allows (check one): _____YES ____NO

CAMPING INFORMATION

#SUTLER TENTS TO BE USED:_____ Type(s)_____
SIZE OF SUTLER TENT (TENT ONLY):_____
Front width:_____Depth:_____
NUMBER OF CIVILIAN TENTS: Wedge_____ Wall_____ Sibley_____
NUMBER OF PRIMITIVE CAMPSITES: Tents____ Pop-Ups___ Self Contained RV ___
TOTAL # OF PEOPLE CAMPING_____

*****MODERN CAMPING – FILL OUT FORM #3 & FOLLOW SUBMISSION INSTRUCTIONS*****

DOES ANYONE IN YOUR GROUP HAVE A SPECIAL MEDICAL CONDITION? YES____NO____
IF YES, PLEASE EXPLAIN:

CONTACT PERSON:_____

ADDRESS CITY STATE ZIP
DAY PHONE:__(____)_____EVENING PHONE:__(____)_____
EMAIL ADDRESS:_____
LICENSE PLATE#:_____

_____ _____ Total enclosed: $_____
Signature **Date**

EMAIL REGISTRATION INFORMATION TO: SGRAHAM@BARRYCOUNTY.ORG
PAY ONLINE AT: WWW.CHARLTONPARK.ORG
-OR-
MAIL TO: HISTORIC CHARLTON PARK
2545 S. CHARLTON PARK ROAD
HASTINGS, MI 49058
PHONE: (269) 945-3775