



**COMMUNITY SERVICE / FUND RAISER
CHILDREN'S ACTIVITY BOOTH APPLICATION
SEPTEMBER 8 & 9, 2018**

Please return this form and application fee to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702. Attn: Festival Staff. **Due by August 1, 2018.** Please print legibly!

Group Name: _____

Contact Name: _____

Address: _____

Contact Phone #: _____ 2nd Contact #: _____ E-mail: _____

Type of booth (brief description): _____

If Fund Raiser, describe prizes and amount per ticket you will be collecting : \$ _____

All spaces are 10x10' -- please check applicable category below – (detailed definitions on reverse)

- [] BURKE CENTRE COMMUNITY/CIVIC ORGANIZATION INFO-ONLY BOOTH [] No Charge
- [] BURKE CENTRE YOUTH GROUP/CIVIC GROUP FUND RAISER [] \$25 per space
- [] BURKE CENTRE GROUP "FREE CHILDREN'S ACTIVITY BOOTH" [] No Charge

If you wish to apply by mail and pay by credit card, please complete this section:

[] VISA **or** [] MASTERCARD (please check one) **TOTAL AMT CHARGED:** \$ _____

CARD NO: _____ EXPIRATION: ____/____ CVV # _____

PRINT CARD HOLDER'S NAME: _____ PHONE: _____

*BILLING ADDRESS: _____

CVV number is the security code found on the back side of your credit card, typically represented by the last three numbers shown. ***The billing address must match the exact address where the card is billed.**

Signature *(approves above info including credit card pmt if applicable)*

Date

***** (FOR OFFICE USE ONLY) *****

Date Received: _____
Amt Paid: \$ _____
Receipt #: _____

Approved: _____
Disapproved: _____
Refund Date: _____

Space Assignment

2018 COMMUNITY/CIVIC GROUP INFO BOOTH GUIDELINES

DATES: Saturday & Sunday, September 8 & 9, 2018 **OUTDOORS -- RAIN OR SHINE**
HOURS: Saturday: 9:30 AM-5:00 PM Sunday: 11:00 AM-5:00 PM
DEADLINE: August 1, 2018 **INQUIRIES:** Festival Staff – (703) 978-2928

CATEGORIES: *(Limited number of spaces available! Space size is 10' x 10' – One table and two chairs will be provided upon request while supplies last.)*

COMMUNITY/CIVIC GROUP INFO BOOTH No charge
(BC Charter Groups/Class Instructors, Community Civic Groups, etc. – for information purposes only)
NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS .

FUND RAISER BOOTH \$25.00
(BC SCOUTS /YOUTH GROUP BAKE SALES & GAMES, APPROVED GIVEAWAY DRAWINGS)

CHILDREN'S ACTIVITY AREA \$No charge*
(*LIMITED TO BURKE CENTRE RELIGIOUS & CHARITABLE ORGANIZATIONS, SCHOOL GROUPS)
NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS .

GUIDELINES FOR ALL BOOTHS

1. Due to Fairfax County health and food regulations and permit requirements, no food items or beverages may be sold from this type of booth. (Bake sales are an exception to this rule. Also, if you choose to do so, bottled water *may be given away from your booth at no charge on critically hot days; i.e., over 90 degrees.*)
2. If prizes are to be awarded as part of your activities, please list all types of prizes on this application.
NO live animal prizes are permitted!
3. The Festival is held outdoors, over two days, and is a rain or shine event. Each group is expected to participate during both days of the show whether it is raining or not. Please note that no access to the Conservancy office is available for the duration of the Festival.
4. Please note there is no guarantee the Conservancy will be able to accommodate all requests for tables, chairs, etc. due to the high demand for these resources.
5. If your booth needs electricity, you must provide your own noise-free/low noise generator.
6. To ensure the safety of all guests, no glass containers are allowed on the Festival grounds.
7. A 10-day written notice of cancellation (email notice acceptable) is required for planning purposes.
8. If your group would like to be considered for more than one activity, a separate application and fee (if applicable) are required.
9. No pets are to be kept/leashed during the day at booth, unless part of an approved activity (e.g., Animal Rescue Services demonstrations, etc.).
10. You are responsible for the safety and operation of the activity.

APPLICATION INSTRUCTIONS:

1. Please complete this application form. If your group is requesting more than one activity, each space requires a separate application and fee.
2. Make checks for the application fee(s) payable to the BURKE CENTRE CONSERVANCY. All checks will be deposited upon receipt. No application will be considered without a completed application form and fee. Send applications to: Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702, Attn: FESTIVAL STAFF. E-mail to: nancys@burkecentre.org