



BURKE CENTRE CONSERVANCY

## ANNUAL FESTIVAL

6060 Burke Centre Parkway  
Burke, VA 22015-3702

• Phone: (703) 978-2928

• Fax: (703) 978-1073

• [www.burkecentreweb.com](http://www.burkecentreweb.com)

July 2010

Dear Community Group:

We are delighted to offer you this opportunity to participate in Burke Centre's 34th Annual Festival celebration on September 11 & 12, 2010. The Burke Centre Festival is one of the most recognized events of its kind in the Northern Virginia area. **If you are a Burke Centre Youth Group/Cluster Committee/Charter Group/Charitable or Religious Organization or Civic Group**, this is a chance for you to organize a booth and raise money for your group or cluster, and/or to set-up a booth for outreach/information purposes.

We encourage you to organize a booth in keeping with festival-type activities. We will help you with some popular ideas that are appealing to children. If you choose to develop your own idea, please check with us to make sure that the same activity is not already being organized elsewhere.

Please do not hesitate to call and check out ideas. We are here to help your activity be successful! Giveaway drawings may be done by individual groups on a limited basis, and must be approved in advance, as well as the amount of money that will be charged, if any, to participate in your drawing. There is also a limit on the number of bake sales to help ensure they are successful. **All booths must be operational both days of the festival**, rain or shine.

Each booth space is only \$25.00 for Burke Centre groups, schools, civic groups, and scouts. If your group offers a non-profit booth for information purposes only, there is no fee. Please note that no money may be collected at "information only" booths. Attached are the application and guidelines for the Community Service/Fund Raiser booths described above. All groups are also highly encouraged to contribute volunteer hours in support of the Festival.

Thank you for your interest in being part of this year's festival. Please feel free to contact Nancy, Lauren, Nancy or Jeannie at (703) 978-2928; e-mail: [nancys@burkecentre.org](mailto:nancys@burkecentre.org) with any questions you may have. We look forward to hearing from you!

Sincerely,

*The 2010 Festival Team*



COMMUNITY SERVICE / FUND RAISER
CHILDREN'S ACTIVITY BOOTH APPLICATION
SEPTEMBER 11 & 12, 2010

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 16, 2010. Please print legibly!

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of booth (brief description):
\_\_\_\_\_
\_\_\_\_\_

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

Please check appropriate box – (see detailed definitions on reverse)

- [ ] CIVIC ORGANIZATION / COMMUNITY SERVICE BOOTH [ ] No Charge
[ ] YOUTH GROUP FUND RAISER [ ] \$25 for each 10 x 10 space
[ ] FREE CHILDREN'S ACTIVITY BOOTH [ ] \$25 for each 10 X 10 space

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: \_\_\_\_\_

What is a CVV number? It is the security code found on the opposite side of your credit card following your account number. The CVV number is 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: \_\_\_\_\_ Approved: \_\_\_\_\_
Amt Paid: \$ \_\_\_\_\_ Disapproved: \_\_\_\_\_
Receipt #: \_\_\_\_\_ Refund Date: \_\_\_\_\_

Space Assignment

## 2010 COMMUNITY SERVICE/FUND RAISER/ACTIVITY BOOTH GUIDELINES

**DATES:** Saturday & Sunday, September 11 & 12, 2010 **OUTDOORS -- RAIN OR SHINE**  
**HOURS:** **Saturday: 10:00 AM - 5:00 PM** **Sunday: 11:00 AM - 5:00 PM**  
**DEADLINE:** August 16, 2010 **INQUIRIES:** Festival Staff – (703) 978-2928

### FEES:

**CIVIC GROUPS COMMUNITY SERVICE BOOTH**..... No charge  
(BC Groups, Civic Groups – for information purposes only, **NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS**). Burke Centre will provide one table and two chairs

**FUND RAISER BOOTH** ..... \$25.00  
(BC SCOUT /YOUTH GROUP BAKE SALES & GAMES, APPROVED GIVEAWAY DRAWINGS)  
Burke Centre will provide one table and two chairs

**CHILDREN'S ACTIVITY AREA** ..... \$25.00  
(BURKE CENTRE RELIGIOUS & CHARITABLE ORGANIZATIONS, SCHOOL GROUPS)  
**NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS**; No tables or chairs provided

### GUIDELINES FOR ALL BOOTHS

1. Due to Fairfax County health and food regulations and permits, no food items or beverages may be sold. (Bake sales are an exception to this rule).
2. If prizes are to be awarded as part of your activities, please list all types of prizes. **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.
4. Tents, canopies, extra tables and/or chairs are not available from the Conservancy.
5. If your game needs electricity, you must provide your own NOISE-FREE generator.
6. Due to safety reasons, no glass containers are allowed on the Festival grounds.
7. A 10-day written notice of cancellation is required for planning purposes.
8. If your group would like to be considered for more than one activity, a separate application and fee 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, etc.).
10. You are responsible for the safety and operation of the activity.

### APPLICATION INSTRUCTIONS:

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