



June 2018

Dear Lakewood Community Festival Participant:

The Lakewood Community Festival Inc., with the support of the City of Lakewood, invites you to participate in the 31st Annual Lakewood Community Festival to be held at Madison Park on **Saturday, September 8, 2018 from 11:00 a.m. to 5:00 p.m.** This event will be held **rain or shine.**

This celebration of Lakewood's multi-faceted ethnic and cultural heritage provides many Lakewood and greater Cleveland churches, groups and community organizations an opportunity to promote themselves by serving nationality foods and displaying crafts and talents. The past participation of the numerous community organizations has created the feeling of a large, family picnic.

Booths will open at 11:00 a.m. There will be live entertainment and old-fashioned games (prizes for children and adults). There is something for all ages.

If you are interested in being a Community Festival participant, please fill out the enclosed application and **return it by Friday, August 10, 2018.** Upon receipt of your application, it will be dated and reviewed by the booth committee. Your application must indicate what you plan to sell at the Festival. In order to avoid many organizations selling the same item, you must notify us immediately if your plans change. **Please note that giving away food or drinks is prohibited.** Menu selection and availability of electrical booth space are determined by early returns. **THE RIGHT TO SELL CARBONATED SOFT DRINKS (POP) AND BOTTLED WATER IS RESERVED SOLELY FOR THE LAKEWOOD COMMUNITY FESTIVAL INC.** This policy will be strictly enforced.

Please read the enclosed materials carefully and complete and return all necessary forms. If you have any questions, please call (216) 529-6650.

Sincerely,

A handwritten signature in black ink that reads "Melissa Garrett". The signature is written in a cursive style.

Melissa Garrett
Lakewood Community Festival Inc.



LAKEWOOD COMMUNITY FESTIVAL SATURDAY, SEPTEMBER 8, 2018 BOOTH INFORMATION

Please read all the enclosed information. Any questions, please call (216) 529-6650.

- BOOTH SET-UP TIME:** You may begin set-up on Saturday morning at 8:00 a.m. All vehicles must be out of the festival area by 10:30 a.m.
- BOOTH HOURS:** 11:00 a.m. to 5:00 p.m. **Booths are to be staffed at all times, remaining open until 5:00 PM.**
- PARKING:** Grassy area on the west side of Madison Park off of Athens.

- **The Community Festival will be held rain or shine.** There will be no refund of booth fees due to weather or for any other reason.
- Do NOT exceed 5 miles per hour while driving in the park area.
- All concessionaires using electricity must have grounded extension cords (3-pronged cords). Lakewood Community Festival, Inc will not supply these.
- **YOU MUST BRING YOUR OWN TABLES AND CHAIRS.**
- Cost of any food or game is to be posted in a reasonable manner.
- Hot and cold running water will be available.
- **THE SALE OF CARBONATED SOFT DRINKS (POP) AND BOTTLED WATER IS THE SOLE RIGHT OF LAKEWOOD COMMUNITY FESTIVAL, INC. THIS POLICY WILL BE STRICTLY ENFORCED.**
- Giving away of food or drinks is not permitted. This takes away from organizations that are trying to raise funds and will be strictly enforced.
- All game booth operators must supply their own prizes and games. Operators should consider the level of appropriateness of their prizes to the prospective ages of their participants. Health and safety issues are major concerns for parents.
- In case any situations occur during the course of the day that warrant action, members of the Lakewood Community Festival Board will intervene and do whatever is necessary to ensure the event runs smoothly. Decisions by Board Members are final.
- The Lakewood Community Festival, Inc. is committed to presenting an event of quality fun for the family, free of confusion or complication. Application to the festival does not guarantee acceptance to participate in the event.
- All trash and refuse must be bagged or boxed for pick up at the end of the festival.

Completion of the accompanying application means that the applicant has read, understands and agrees to abide by the above conditions. The applicant agrees to hold harmless Lakewood Community Festival, Inc., and its officials and agents from and against any and all liabilities, claims, damages, action, causes of actions and attorney fees and court costs associated therewith, arising from injury during the subject festival to persons or property associated wholly or in part by some act of omission of the applicant or employee of the applicant.

**Lakewood Community Festival
Tent Space Application
Saturday, September 8, 2018**

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE: _____ EVENING PHONE: _____ FAX: _____

E-MAIL: _____

Description of your organization's plan (i.e. food sales-please specify what types of food you are planning to sell, service/product promotion, crafts, games, informational booth/table, activity, etc.) _____

Classification of your organization: Please select the option that best describes your organization:

Non-profit organization Crafter/Artist Political Lakewood Business Non-Lakewood Business

Food Pavilion and Tent Space

Please note that we no longer have the green, wooden booths available for rental. We will have a limited number of single, 10 x 10 tent spaces in addition to the three large tents that are available for space rental. Each large tent can accommodate eight organizations with approximately 8 square feet. The pavilion area has been reserved for food vendors and will have electricity provided. **LCF WILL NOT SUPPLY TABLES, YOU MUST ARRANGE FOR THIS WITHIN YOUR ORGANIZATION.**

➤ Pavilion food vendors will be supplied with one (1) duplex 110 volt/25 amp outlet

Please indicate your choice of space:

Food Pavilion LCF Tent Space Our Organization will be bringing their own Booth/Tent

_____ What are the dimensions of your tent

Please note that there are only a limited number of pavilion and tent spaces and that your request will be granted on a **FIRST-COME FIRST-SERVE BASIS**. You will be notified of your status as soon as it has been determined. This is usually done by mid-August. If you intend to provide your own booth/tent, please explain in comments section. Include size and any other details, etc.

PLEASE CONTINUE ON OTHER SIDE

Pavilion/Tent Space Fee- Select your type or organization and fee below. Add \$20 in appropriate box if you want electricity and write total amount in box marked Total at the far right of the chart.

Type of Organization	Basic Fee	Electricity –add \$20 in space below If you are not a food vendor, please indicate in the comments section what you will be using electricity for (i.e. TV, Computer etc.)	Total
Non-profit Organization	\$40		
Crafter/Artist	\$50		
Politician/Political Candidate/Political Group	\$60		
Lakewood Business	\$90		
Non-Lakewood Business	\$115		

Please check the following:

Have you participated in the Lakewood Community Festival previously? ___ yes ___no

Will you be grilling or barbecuing food? ___ yes ___no

Comments:

Authorized Signature

Date

FOOD VENDORS MUST ALSO COMPLETE THE FOLLOWING:

- 1. Temporary food license application. A separate fee is required with this application.**
- 2. A brief layout of your booth - include all foods to be served and any equipment you intend to bring such as appliances, coolers, etc.**

Completion of this application means that the applicant has read, understands and agrees to abide by the conditions listed on the Booth Information Sheet. The applicant agrees to hold harmless Lakewood Community Festival, Inc., and its officials and agents from and against any and all liabilities, claims, damages, action, causes of actions and attorney fees and court costs associated therewith, arising from injury during the subject festival to persons or property associated wholly or in part by some act of omission of the applicant or employee of the applicant.

Submit this application **signed and dated**
with a check payable to the Lakewood Community Festival, Inc. to:

**LAKWOOD COMMUNITY FESTIVAL
c/o OFFICE OF COMMUNITY RELATIONS
12650 DETROIT AVENUE
LAKWOOD, OH 44107
FOR ASSISTANCE, PLEASE CALL (216) 529-6650.**

PLEASE RETURN BY AUGUST 10, 2018

Date: _____

Amount Received: _____