



Open Streets at Penn Fest 2018

Sunday, September 16, 12:00 – 5:00 pm
Penn Avenue, Richfield



Community Group APPLICATION

Open Streets at Penn Fest temporarily closes Penn Avenue to car traffic and welcomes community groups, local businesses and vendors to create a fun and festive environment for people to walk, bike, skate and play in the street. This is not a street festival, it is meant to encourage people to explore the Penn Central neighborhood and promote active transportation and healthy living. The event is one mile in length and attractions are spread out along the entire stretch of Penn Ave., creating an active and entertaining environment for all. An estimated 8,000 people attended the event in 2017.

*Community groups are allowed to participate in Open Streets at Penn Fest at no charge but are required to provide a free activity that engages attendees and that promotes healthy living, good nutrition, exercise, physical activity or any other health related theme. Applications will be reviewed and approved only with an acceptable activity. Applications will be denied if an activity is not offered or is not fitting to the theme of the event.

REGISTRATION DEADLINE: AUGUST 29

Group Name: _____

Primary Contact: _____

Phone: _____ Email: _____

Describe the free activity that your group will offer:

To help us plan for your space, describe your set-up and what you will bring for equipment & supplies:

*Groups must be self-sufficient and are responsible for providing their own equipment and supplies, including generators, chairs, tables & tents. Electricity is not available!

Will your group be selling or providing any products/food/drinks? Yes No

If yes, please list items: _____

Instructions

- To be considered for participation, a completed application must be submitted by August 29.

- **Community groups are required to provide an engaging activity. Failure to do so will prevent your application from being approved and prevent future participation.**
- The Open Streets at Penn Fest Committee reserves the sole right to approve the participation of any applying group. Completing an application does not guarantee participation in the event. You will be contacted to verify your applications approval. **Non-approved groups will not be allowed on site.**
- Placement along Penn Avenue will be determined by the Open Streets at Penn Fest Committee. You will be allowed to start set-up at 11:15am on Sunday, September 16 and must be removed from the street by 6:00pm on Sunday, September 16.
- Space assignments are set-up on Penn Ave. Groups are not allowed to set-up on private property. You will receive sufficient space to set-up based on your provided description.
- Groups and organizations must provide all of their own equipment, including tents, tables, chairs, and generators. Tents need to be secured by sandbags; stakes may not be driven into the pavement. Electricity is not available!
- Space assignments will be sent by September 11 along with detailed information regarding directions for the day of the event.
- Each space is responsible for the clean-up of their assigned area and adjacent property before departing.
- Open Streets at Penn Fest will take place rain or shine. In the case of severe weather, decisions will be made by the Open Streets at Penn Fest Committee.
- **Anyone selling or providing free food/drinks (including samples) is required to complete a Temporary Food License Application through the City of Richfield by August 24. No exceptions!**

I hereby release and forever discharge Open Streets at Penn Fest, the City of Richfield, Penn Central, all sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of my participation in the Open Streets at Penn Fest event. I further consent to the enforcement of all policies and procedures as set forth in the accompanying information.

I recognize that various photographs, video recordings, and other media will be taken during Open Streets at Penn Fest. I agree to grant full permission to use any photographs, video recordings, or other media that may contain my likeness for the purpose of promoting Open Streets at Penn Fest and its sponsors.

Name of Group or Organization

Name of Group or Organization Representative (*please print*)

Signature of Group or Organization Representative

Date

<p>Email application to ajindra@richfieldmn.gov or fax to 612-861-9388 Mail: Open Streets at Penn Fest 7000 Nicollet Ave. Richfield MN 55423</p> <p><u>All registration forms must be received by August 29!</u> *Temporary Food License applications are due by August 24*</p> <p>For questions, contact Ann Jindra, Recreation Supervisor, at ajindra@richfieldmn.gov or 612-861-9361</p>	<p>For office use only: Date Rec'd _____ Approval sent _____</p>
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