



# 2019 Minnesota Renaissance Festival

www.renaissancefest.com • 952.698.9552 • fundraising@renaissancefest.com

WEEKENDS • AUGUST 17 – SEPTEMBER 29 • PLUS LABOR DAY & FRIDAY SEPTEMBER 27 • 9AM – 7PM

## Food 4 Funds Application

2019 marks the 49th year of the Minnesota Renaissance Festival, produced by Mid-America Festivals of Shakopee, MN. The Minnesota Renaissance Festival is one of the largest attended themed events in the country. Journey back in time as more than 275 merchants contribute to the atmosphere of this charming 16th century village featuring 22 acres of entertainment, craft shops, history, and food fit for a King!

Castle Kitchens Corporation (CKC) is the Food & Beverage Division of the Minnesota Renaissance Festival. Castle Kitchens represents the peasant(s) of the Renaissance period serving food and beverage to 300,000 patrons each year! Booths offer everything from soda and ice cream to turkey legs and gyros.



The Kingdom needs groups of valiant lords and ladies to man booths at this year's Renaissance Festival. By working all 16 days of the Festival, your group has the potential to raise \$1,000 to \$10,000 for your organization depending on your group's level of commitment

### RESPONSIBILITIES

- You are responsible for ??
- **Age Requirements:** ??
- **Group Staffing:** ??

### FESTIVAL INFO

- **Directions & Parking:** Take Highway 41 North for about 1/2 mile. Go over the railroad tracks and take a left at the Renaissance Festival Billboard. Follow the road (Chestnut Blvd) for about 1 mile out to the Festival Grounds. Please park in the participant parking lot.
- **Check In/Out:** Booth arrival and check out times vary depending on products and preparation. Please check with your area supervisor at orientation for what time you need to arrive the first weekend to setup.
- **Start/End Time:** Festival booths must be operational from 9am – 7pm

### PAYMENT

- A one-time booth reservation fee of \$50 per booth is withheld until completion of the contract further provided that the contract is not terminated early.
- Booth reservation deposits are due upon signing of contracts and are specifically for first time organizations.
- In exchange for your work, your organization will earn a percentage of the net sales of the booth you contract. *Percentages vary by booth.*
- The booth your organization operates will depend upon the number of volunteers you can guarantee each day of the show and the amount of money your organization wishes to earn.
- Final payments will be made on or before November 12, 2019.



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### TRAINING

- **Group Orientation:** (Date TBD) All Group Leaders
- **Alcohol Awareness Training:** (Date TBD) Alcohol Booths Only
- **Safety & Sanitation Summit:** (Date TBD) All Group Members

Your organization will learn specific booth operations during orientation & training. Booth procedures & recipes will be supplied and available in your booth. Please follow these procedures while producing the products for your booth

Revenue reports and booth accounting procedures will be reviewed and need to be followed to ensure inventory control, records of revenue, and payment to your organization

If the organization has multiple Booth Supervisors scheduled during the Festival at least one person must attend orientation and training sessions prior to working and be able to effectively train the Booth Supervisors working that couldn't make training.

### SUPPLIES

#### • **Supplies will be provided:**

Castle Kitchens provides everything for your organization to manage and operate one of our food and beverage booths for the entire run of the Festival including:

- All Equipment
- All Food & Paper Products
- Booth Procedures
- Booth Accounting
- Opening Cash and Change
- Costumes
- Upper Management and Support
- Training

#### • **Your organization provides:**

- Volunteers for the run of the show
- Cooperation
- Enthusiasm
- Excellent Customer Service

### COSTUMES & DRESS CODE

- All organization members must be in costume while working in the booth.
- We will loan you one and one half the maximum number of costumes needed to operate your booth
  - Example: If you need 4 people to run your booth at the Festival, the costume shop will loan you 6 costumes.
- Health regulations require the wearing of a hat or headscarf in all food and beverage booths. Closed-toe, non-branded shoes must also be worn
- The Organization Coordinator needs to complete the Costume pick up procedure and return it to the Festival no later than **July 13, 2019!**

To expedite the review of your Fundraising Application, please email or mail your completed form to Stephanie Whipps, HR & Vendor Relations Director

Email: [fundraising@renaissancefest.com](mailto:fundraising@renaissancefest.com)

Address: **Minnesota Renaissance Festival**  
**ATTN: Stephanie Whipps**  
**12364 Chestnut Blvd,**  
**Shakopee, MN 55379**



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### ORGANIZATION INFO

ORGANIZATION NAME \_\_\_\_\_

ORGANIZATION ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

WEBSITE \_\_\_\_\_

EMAIL \_\_\_\_\_

ORGANIZATION FEDERAL TAX ID# (Must be 9 digits long, does not contain letters) \_\_\_\_\_

ORGANIZATION FEDERAL TAX NAME (as shown on your Income Tax Return) \_\_\_\_\_

### PRIMARY CONTACT INFO

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CONTACT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### NETWORKING QUESTIONS

How did you hear about the MRF fundraising opportunity? \_\_\_\_\_

Primary reason for participating in the MRF Fundraiser? \_\_\_\_\_

Why would your organization be successful in the MRF Fundraiser? \_\_\_\_\_

### FESTIVAL DAY SPECIFICS

How many volunteers will be available per day? \_\_\_\_\_ Average age of volunteers? \_\_\_\_\_

Booth Choice: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**Coordinators to Supervise and work in booth(s):**

PRIMARY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

SECONDARY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

