



MARKET SQUARE VENDOR APPLICATION

Application Date:

Received By:

Submission of an application does not constitute usage approval

APPLICANT NAME	BUSINESS NAME
STREET ADDRESS	PHONE
CITY, ZIP	EMAIL

List Primary Products Sold. *All artisans must attach a picture and a description of items being sold.*

Permitted Vendors

Agricultural and Artisan Vendors are allowed to operate Sunday through Saturday from 6 a.m. to 8 p.m. Vendors may arrive at 5:00 a.m. to set up and stay until 9:00 p.m. to break down and vacate Market Square. Agricultural vendors may be required to close down and vacate Market Square earlier if requested by the City, for a reserved special event in conjunction with an approved special event permit. As much advance notice will be given to these vendors of any scheduled special event.

Food and Ware Vendors are allowed only during a special event in conjunction with an approved special event permit.

Specific Requirements for Agricultural Vendors

- (A) Agricultural vendors must reserve a lease space as specified in Appendix (a) (other side). Agricultural vendors not using water or electricity are exempt from lease space fees.
- (B) Agricultural vendors must be set up in a designated lease space, either underneath the provided metal awning, under a canopy or tent with a water repellent roof or ceiling that provides overhead protection of products. Agricultural vendors shall not set up vendor booths in parking areas adjacent to Market Square. Vendors may leave their booths up on consecutive days in which they will be present at Market Square, however they must be taken down on the last date of their appearance. City reserves the right to remove tents/displays of vendors who do not abide by this rule.
- (C) Products left unattended by the owner for a period of four hours may be removed from the lease space by the City and all rights to the lease space shall be forfeited. The City shall have the right to remove and dispose of such product without liability. Agricultural vendor may sell "ungraded" farm eggs produced by their own flocks directly to the consumer if the agricultural vendor is licensed by the City of Clebune health Department. The farm eggs must be labeled with the producers name and address and labeled as "ungraded" in legible printed boldface type. Raw eggs must be maintained and stored under refrigeration at 41 degrees or less. The packaging of the shell eggs must include the following safe handling statement on the label of the packaging: SAFE HANDLING INSTRUCTIONS To prevent illness from bacteria: keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly.
- (D) Agricultural vendors must obtain a City health permit to display cut produce, sell cut produce, or provide product samples. Displayed produce must be sealed, wrapped, or covered.
- (E) Agricultural vendors selling value added products intended for human consumption must meet all State of Texas labeling and packaging requirements and hold a State of Texas Food Handlers certificate from the City. Value added products for human consumption include jams, jellies, hone, baked goods that do not require refrigeration,; such as cakes, cookies, breads, pastries, candy, coated and uncoated nuts, unroasted nut butters, fruit butters, fruit pies, dehydrated fruits and vegetables, and dried beans.
- (F) Value added products designed for animal use or consumption are prohibited.
- (G) Smoking and use of all tobacco products including e-cigarettes is prohibited at Market Square.

Permits and Fees

All Vendors are required to reserve a Lease Space from the City of Cleburne prior to setting up their booth. Reservations may be made at the approved permit office Monday through Friday, 8 a.m. to 5 p.m. or on line at the City of Cleburne Website. All Vendors will be required to enter into a Market Square Lease Space Agreement with the City at the time of reservation. All lease space fees must be paid at the time of making the reservation. ***The City may eject a vendor without refunding rental permit or license fees paid.***

Agricultural & Artist/Craftsperson Vendors (uncovered areas; no electricity, no water)	No charge
Agricultural & Artist/Craftsperson Vendors (under metal awnings; no electric or water)	No Charge
Agricultural & Artist/Craftsperson Vendors (under metal awnings; with electricity, with water)	\$10 per day
Ware vendors (with electricity, with water, in conjunction with a special event only)	\$10 per day
Food Vendors (uncovered areas; electricity, water, in conjunction with a special event only)	\$25 per day
Special Event Deposit	\$400
Special Event rental of entire Market Square 6 hours	\$300
Special Event rental of entire Market Square 12 hours	\$500
Special Event rental of entire Market Square 24 hours	\$800
Special Event rental of entire Market Square 48 hours	\$1,000
Special Event rental of entire Market Square 72 hours	\$1500
The City may waive Lease Space fees for Special Events sponsored by a not for profit organization.	No charge
The City may waive Lease Space fees for Special Events sponsored by a City in Johnson County or Johnson County.	No charge

Vendor Agreement

By signing, you agree that you have received, read and understand all listed vendor and facility rules. Further, your signature attests that all information contained in this lease application is true and requested on your behalf. Your signature also confirms that as a vendor you are solely responsibly for attaining all applicable health permits listed in the document prior to selling agricultural products to the public. ***Failure to abide by all ordinance requirements may result in loss of future usage rights. Vendors shall indemnify and hold the City of Cleburne harmless from any and all loss or cost of damages.***

Applicant Signature

Date

I am requesting permission to leave by my booth structure(s) up during my permit dates:

The entire permit time. During these days: _____

Office Use Only

Permit Dates:	Site Assignment
Total Fee:	Payment Received
Permit Number	Employee Initials