

Redwood City Kiwanis Farmers Market

Policy and Application for a Public Space Assignment

- I- For profit or non-profit organizations may be occasionally given a space for the purpose of providing non-political and/or non-religious information to the public at the market. No selling of items or products permitted. The determination of the appropriate nature of the material distributed or what might be said to market attendees is solely in the discretion of the market operator. A digital copy can be made available to rwckiwanis@gmail.com
- II- **Hours of operation:** 8 a.m. to 12 noon. Saturdays, April through November. For profit or non-profit organizations are required to be in place 30 minutes prior to market opening for setting-up. Driving into the market area is NOT permitted after 8 a.m. For profit or non-profit organizations arriving after this time must carry their canopy, table, chair, materials, and equipment into the market. For profit or non-profit organizations are not allowed to leave the market prior to 12 noon, unless an exception has been prearranged with the market operator. **IMPORTANT:** Scheduling is needed prior to being at the market on a given Saturday.
- III- **Fees:** 1) **For profit organizations, there is a fee of \$25.00;** and 2) For non-profit organizations, there is no fee.
- IV- **Insurance:** For profit or non-profit organizations must have a current insurance policy in the minimum amount of \$250,000 for the following: General Liability naming the Redwood City Kiwanis Farmers Market a certificate holder, and an Automobile insurance policy for the vehicle used and parked in the market area. The market operator must be furnished a copy of the certificate of liability insurance before the first visit to the market.
- V- For profit or non-profit organizations are responsible of set-up with their own canopy, table, and chair. The public space assigned to be kept clean at all times at start and end during the time at the assigned public space.

Date request at the market _____ Applicant's Name _____

Name of Organization _____ **Circle one:** For profit or Non-profit

Address _____ City _____ Zip _____

E-mail Address _____ Phone Number _____

Subject or Purpose _____

The applicant hereby agrees to hold the Redwood City Kiwanis Farmers Market, its Farmers Market Team, its Market Operator, Kiwanis Club of Redwood City, its Board of Directors, its members/volunteers free and harmless from any loss, damage, liability, and cost of defense that may arise in any way by such use of public space on the 500 block Arguello Street, Redwood City, CA.

I hereby certify that I have read the Public Space Assignment policies and procedures and I realize that the Redwood City Kiwanis Farmers Market reserves the right to deny any application or to revoke permission previously granted. It is my responsibility to notify the Redwood City Kiwanis Farmers Market of any cancellations on my part. I, the undersigned, hereby certify that I will be personally responsible on behalf of the organization for any damages sustained within the perimeter of the market, the buildings, and/or any public equipment in the perimeter of the market at the aforementioned address cited through the time, or use of said public space by the applicant representing the organization.

Date: _____ **Signature:** _____

For Market Operator USE ONLY: Application and Certificate of Liability Insurance received on _____ By: _____

Approval: YES [] For the date at the market: _____ OR NO [] Reason: _____

Notification given to the Applicant/Organization via [] E-mail OR [] Phone on _____ By: _____