

ITHACA FARMERS MARKET

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ITHACA NEW YORK
14851-6575

607
273
7109

www.ithacamarket.com



THE
2003
SEASON

Dear

Greetings! Thank you for your interest in the Ithaca Farmers' Market Pavilion to celebrate your event. Enclosed you will find an application and important information concerning the use of the pavilion. We ask that you review it carefully. Any questions can be directed to the Market Manager.

The Ithaca Farmers' Market must receive from the individual, group, or organization making the reservation the following in order to confirm a reservation date.

1. A \$350.00 Pavilion rental fee.
2. An additional \$250.00 deposit, in a separate check, which will be cashed, and held in our account. This deposit will be refunded after the event takes place and all responsibilities and requirements are met. The requirements and responsibilities are as follows:
 - A. Some set up may begin no earlier than 4pm. Use of the entire pavilion may begin at 5pm (The Ithaca Farmers' Market vendors have use of the pavilion until 5pm). There is available space for rental companies to back their vehicles into any empty stalls for unloading purposes. Please note that it is not permitted to block any of the fire lanes surrounding the Market Pavilion. These areas are clearly marked.
 - B. Decoration of the pavilion may begin no earlier than 4pm. All designs and decorations must be approved by the Market Manager prior to the event.
 - C. Rental of the pavilion entitles one to use the brooms, bathroom facilities, and electric. You are responsible to clean the bathroom before your event. Cleaning supplies and dumpsters are also available for use. All trash and garbage must be deposited into these dumpsters. Please be aware that grease must not be found on the floor of the pavilion.
 - D. The Market maintains a list of permitted caterers from which to choose. It is important to contact us with your choice for final approval.
 - E. Smoking is permitted outside the pavilion only. All cigarette butts must be picked up and disposed of properly.
 - F. The Ithaca Farmers' Market does not allow the party or caterer to set up a barbeque pit and barbeque on the market property.

G. All events must end promptly at midnight.

3. A Certificate of Liability for the minimum of \$1,000,000.00 (subject to change) is necessary. It must include a Hold Harmless clause for the Ithaca Farmers' Market and for the City of Ithaca. This certificate must be presented to the Market Manager two weeks prior to the event. There are no exceptions to this rule.

Hope to hear from you soon, please call 273-7109 with further question. We do have pictures of wedding held at the market if you are interested in getting ideas.

Sincerely,
Cathy Koken

Market Manager