



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, at 607-592-4060 or email at ckoken@ithacamarket.com.

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 \$950.00 Pavilion rental fee for the 2012 season.
2. An additional \$400.00 deposit, in a separate check, which will be cashed, and held in our account. The total amount of \$1350.00 must be included with your reservation request. 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, and lightning 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 and after. Cleaning supplies are available for use. All trash and garbage must be taken with you unless your party is using 100% compostable dinnerware. Please be aware that grease must not be found on the floor of the pavilion, or in any booths that have flooring.
 - D. Smoking is not permitted in any park in the City of Ithaca, and we are designated as a City Park.
 - E. All events must end promptly at midnight. A noise permit is required to be obtained from the City of Ithaca and submitted two weeks prior

- to the event. Information regarding a noise permit can be obtained from the following link <http://www.cityofithaca.org/> or call 274-6570.
- F. You will not receive your \$400.00 deposit if the pavilion is damaged in any way, i.e. grease stains from food service on benches or floor, missing brooms, etc, garbage not removed at the end of the night. It will be the discretion of the market manager whether or not to return the deposit.
3. The Ithaca Fire Department will not allow the following:
- i. Barbequing on the premises
 - ii. Use of candles
 - iii. No cooking under the structure
 - iv. Use of drops (tarps) are not allowed to be put around the side of the building to enclose the building in any manner
 - v. Uses of combustible decorations are prohibited.
4. The Ithaca Fire Department also requires two options for the placement of tables within the market pavilion. Please see the table layout options.
The width of the pavilion is a little over 19 feet.
Option #1:
This allows for a continuous 49" aisle between the tables and vendors stalls.
You will be allowed 54" between each table.
- Option #2:
This a continuous aisle of 68" in the middle of the plan with tables on each side of the 68" aisle.
You are allowed 50" between each table.
5. A Certificate of Liability for the minimum of \$1,000,000.00 (subject to change) is necessary. It must the Ithaca Farmers Market and the City of Ithaca as additionally insured. This certificate must be presented to the Market Manager two weeks prior to the event. There are no exceptions to this rule. If you are serving alcohol you must check with your caterer to see if they have liquor liability insurance, if not you are required to purchase Liquor Liability as well.
6. If your insurance company does not offer the required insurance you will find it thru Travelers Insurance at www.protectmywedding.com.
7. Occupancy is limited to 300 people.

Hope to hear from you soon.

Sincerely,
Cathy Koken