



## Covent Garden Market Community Booth Program

Thank you for your interest in our Community Booth Program. We have received a strong interest in this program and are pleased to be able to make this area available to local community groups.

Typically, community booths are located just inside our King St. entrance, although this is flexible and occasionally community groups may be located elsewhere in the Market. A 96" x 30" table and two chairs are included in the rental.

There is no charge for "Not for Profit" organizations or charities.

Please read the following policies and procedures carefully. If you wish to reserve space, please complete the application form, sign and date the Community Booth Rental Agreement and return all documents to the Administration Office at Covent Garden Market, together with samples of the products you wish to sell/promote, for review and approval. Cheques or money orders should be made payable to Covent Garden Market Corporation upon approval of the application.

Should you require any further information, please contact Teresa Thorpe at 439-3921 ext.221.

Yours truly,

Teresa Thorpe  
Administrative Assistant

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# COVENT GARDEN MARKET COMMUNITY BOOTH PROGRAM

## Policies and Procedures

Covent Garden Market will simultaneously and harmoniously embrace public goals – such as the promotion of art, culture, agriculture and community development. To that end, Covent Garden Market will make available a Community Booth to allow for the promotion/sale of products by “not for profit” Organizations, Associations, Groups, Foundations, Service Clubs, Charities or groups affiliated with Charities.

Management will be planning periodic special events, which may make the Community Booth unavailable for one day/weekend.

Covent Garden Market reserves the right to determine appropriateness at all times, to inspect the products being offered for sale, and restrict the sale of any item it feels is not in keeping with its image, or that results in a direct conflict with a permanent tenant.

### Product Approval

**Product sample or photo or catalogue must accompany application for the approval process. (Product sample will be returned at the end of selection process. Please make sure products are labeled with name and phone number.)**

### Rental Program

1. Individuals interested in renting the Community Booth must submit a completed Application Form and a duly signed Rental Agreement Form which are available during business hours, 9:00 a.m. – 5:00 p.m., Monday through Friday at the Administration Office of the Covent Garden Market, 130 King Street, London, Ontario, N6A 1C5.
2. Completed application forms along with a sample or picture of the products to be sold/promoted will be accepted at the office during business hours or through the mail.
3. The Market Management at their sole discretion will undertake the selection process.
4. Applicants accepted for the program will be informed immediately or by telephone.

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5. Covent Garden Market is not responsible for the samples or pictures of the products to be sold by applicant when left for our evaluation. Please pick up those items as soon as the approval process as been completed.
6. The Community Booth must be accepted as assigned. Applicants are NOT PERMITTED TO REMOVE AND/OR RELOCATE the booth from the assigned spot or to change their location from the assigned booth location without prior approval of the Management. To do so will result in immediate disqualification from the Community Booth Program.
7. The booth shall not be sublet or otherwise assigned or used by persons other than the permit holder. In the event of this happening, the permit shall be immediately revoked.
8. Qualified Applicants who are not accepted due to prior reservations will be informed and given the opportunity to be placed on a waiting list.
9. It is the Management's right to relocate the community booth should it deem necessary.
10. Market Management reserves the right to waive Rental Fees to Partners of Covent Garden Market or other Applicants it deems appropriate.

### **Payment Manners**

- A. Rental payments must be made by cheque or money order payable to Covent Garden Market; or cash if you come in person to the Administration Office during office hours. Receipts will be issued when payments are made.
- B. Payment must be made in full and at least one week in advance, at the time of booking. Please note that we will require 2 weeks prior written notice if you wish to terminate the contract early. Unless the 2 weeks prior written notice is given, no refund will be issued.
- C. Applications will not be received for consideration earlier than 90 days prior to the requested date for booth rental.
- D. Only one (1) booth may be reserved per applicant. However, Market Management may at their sole discretion deem a second booth rental under specific circumstances.
- E. A maximum of three (3) consecutive days is allowed for a community booth rental.

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## COMMUNITY BOOTH RENTAL APPLICATION

Name of Individual Making Application \_\_\_\_\_

Name of Organization, Association, Group, Foundation, Service Club, Charity or Group Affiliated with a Charity \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Have you rented the booth at the Covent Garden Market before? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please give date: \_\_\_\_\_

List and describe items to be sold/promoted \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The person making the application or his/her representative must be present during the rental period.

**Please complete, sign and return this form together with a duly signed Community Booth Rental Agreement to the Administrative Office at 130 King Street, London, Ontario, N6A 1C5. Fax (519) 439-4281.**

**The Applicant acknowledges and agrees with all rules, regulations and conditions as set out in this Application, the Policies and Procedures of the Community Booth Program and the Community Booth Rental Agreement.**

DATED at London, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Witness

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## **COVENT GARDEN MARKET COMMUNITY BOOTH RENTAL AGREEMENT**

In consideration of Covent Garden Market Corporation permitting the Applicant to use the community booth space and/or a cart or table, the Applicant agrees to the following:

1. The Applicant will at all times fully observe and comply with, and ensure observance of a compliance with, all policies and by-laws of every municipal or other authority including the Market policies herein and attached to this agreement, which in any manner affect or relate to the use of the Covent Garden Market Corp. Community Booth.
2. The Applicant will at all times preserve good order around the Covent Garden Market Community Booth and will not permit or allow therein abusive language, gambling or any other unlawful proceeding of any kind.
3. The Applicant will be solely responsible for all loss, costs, damages and expense of any kind whatsoever resulting from, arising out of, or incidental to the use of the Covent Garden Market Corp. Community Booth.
4. The Applicant will not make or suffer to be made any alterations or adjustment, to the Covent Garden Market Corp. cart/table.
5. The Applicant will remove any rubbish or waste material on or around the Covent Garden Market Corp. Community Booth, before leaving each day.
6. The Applicant will not put up or exhibit or permit to be exhibited on the Covent Garden Market Corp. cart/table, any sign notice, notice boards, or advertisement of any kind, without the prior consent of the Market Management.
7. No booth shall be sublet or otherwise assigned or used by persons other than the permit holder. In the event of this happening, the permit shall be immediately revoked.
8. Covent Garden Market Corp. reserves the right to change, cancel or add any rule or rules at any time for any reason whatsoever, and to move, relocate, suspend operating privileges, or immediately terminate this agreement without prior notification to anyone.
9. **All Market Day Vendors must be set-up and operational by 9:00 a.m. Monday to Saturday, and by 11:30 p.m. Sunday; and remain operational until 5:00 p.m.**

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10. Covent Garden Market Corp. reserves the right to evict anyone contravening any of the rules outlined herein and attached to this application, or contravening any other rules and regulations governing the Market Community Booth Program.
11. This applicant acknowledges that there is no implied long-term tenancy, nor automatic renewal from program to program, and recognizes that Market Management, in order to satisfy consumer demands and expectations, will be altering the merchandise and vendor mix on an ongoing and regular basis. This application, if accepted, is for the duration of this term only provided rules and regulations of the program are abided by, and the payment policy is adhered to.
12. **Hold Harmless:** The applicant shall indemnify and hold the Corporation of the City of London (hereinafter referred to as City) and Covent Garden Market Corporation actions, damages, liabilities, costs and expenses, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises or the market or the occupancy or use by the Signatory of the leased premises or the Signatory or by anyone permitted to be on the leased premises or the market by the Signatory. If Market shall, without fault on its part, be made a party to any litigation commenced by or against the Signatory, then the Signatory shall protect indemnity and hold Market and City harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Market or City in connection with such litigation. The Signatory shall also pay all costs, expenses and legal fees that may be incurred or paid by Market in enforcing the terms, covenants, and conditions of this Agreement, unless a court of law shall decide otherwise

**Insurance**

The Signatory further agrees to take out and keep in force throughout its period of use and occupancy of any part of the market premises, comprehensive general liability insurance. Such policies shall provide limits of not less than two million (\$2,000,000.00) dollars for bodily injury or property damage.

Dated at London, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Please Print Name

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130 King St., London, ON N6A 1C5 • tel. (519) 439-3921 • fax (519) 439-4281 • email: [tthorpe@coventmarket.com](mailto:tthorpe@coventmarket.com)