



## **FRENCH MARKET EVENT GUIDELINES AND PERMIT APPLICATION**

### **Deadline for Application**

Requests for holding events at the French Market must be made a minimum of 21 days prior to the scheduled event date. Larger and more complicated events will require a longer lead time. Requests made at the last minute may be denied.

### **Process**

- The French Market event rental application must be completed and a guided walk-through is strongly encouraged prior to reserving any event space.
- Once the application and walk-through have been completed and all event details and requirements have been determined, the French Market will provide a rental agreement/ invoice and hold harmless agreement.
- Once the rental agreement and hold harmless agreements have been signed and returned to the French Market, your requested location, date, and time will be reserved.
- Once total payment has been received, the French Market will provide the required permit for holding your event on French Market property.

### **Fees**

Fees vary based on the size, scope and impact of your event.

- For rental fees less than \$1,000, full payment is required 14 days in advance of event date.
- For rental fees of \$1,000 or more, a 50% site deposit is required 30 days in advance of event date, with remaining 50% of fee due 14 days in advance of event date. Site deposit is refundable if event is canceled more than 72 hours in advance, otherwise site deposit is forfeited.
- For events of 100+ people a \$2,000 damage deposit is required. The damage deposit is required 14 days in advance of your event. The damage deposit will be returned once event is completed and any damage is assessed.

### **Cancellations**

- Cancellations must be made at least 72 hours in advance of event date, otherwise all fees are forfeited.



## **Application for French Market Event Permit**

Name:

Address:

City, State, ZIP:

Phone:

E-mail:

## **Event Details**

Event Name:

Location:

Date:

Time:

Number of Attendees:

Equipment Rental:

Additional Event Information:

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Submit your request via e-mail to [jsharp@frenchmarket.org](mailto:jsharp@frenchmarket.org).  
Please allow 3 business days for us to consider and respond to your request.

Thank you for your interest in having your event at the French Market!