

Appendix G



DEPARTMENT OF GENERAL SERVICES
110 N Royal Street, Suite 300
Alexandria, Virginia 22314
alexandriava.gov



APPLICATION FOR USE OF THE MARKET SQUARE STAGE AT THE OLD TOWN FARMERS' MARKET

Policy for Use of the Stage on Market Square

The Market Square Plaza is used on Saturdays, from 7:00 a.m. – 12:00 p.m., as a venue for the operation of Old Town Farmers' Market. The Plaza and stage located on the Market Square Plaza are for the general use and enjoyment of the residents of, and visitors to, the City of Alexandria. Local residents, nonprofit groups and organizations wishing to present or to promote an activity that utilizes the Market Square stage during the hours of the farmer's market may coordinate with City staff to do so, at no charge, upon completion and approval of this application by the Old Town Farmer's Market Manager. Applications must be submitted to, and approved, by the Market Manager four weeks prior to the desired date of use. Applications must be completed describing in detail the proposed use or event to be held on the stage.

The City of Alexandria offers reserved use of the Market Square Plaza stage with the understanding that the requesting user will be responsible for all physical arrangements as set forth in the application. Further, the applicant will be expected to leave the stage in the same general condition as it was found. The applicant will be expected to observe general rules in use of the Market Square Stage. These include, but are not limited to, the following:

1. Limit activity to the area designated and to the time requested.
2. Activity must be consistent with that described in the application and approved by the Market Manager.
3. The number and type of signs and banners to be erected must be approved in advance by the City.
4. Operate electrically amplified sound and sound producers in conformity with the provisions of the City Code and only when included on permit.
5. No alcoholic beverages may be served.
6. Samples or sale of food products must be approved by the Health Department.
7. All applicable provisions for permits and licenses required by the City Code must be met.
8. Vehicles shall not be permitted to drive or park on the Plaza.
9. Programs can start as early as 8:00 a.m. and must terminate by 11:00 a.m.
10. The Market Manager reserves the right to cancel or postpone any event to present a program or activity on the Market Square stage during the hours of the Farmer's Market.
11. There is no fee associated with the use of the stage during market hours. However, there are fees incurred for renting any of the equipment or support services provided by the City (please see application for detailed list).



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Department of General Services

110 N. Royal St., #300 ♦ Alexandria, VA 22314 ♦ 703.746.3200 ♦ Fax: 703.519.3332



APPLICATION FOR USE OF MARKET SQUARE STAGE

Name of Organization: _____

Person Completing Application: _____

Address: _____ Phone #: _____

_____ Email: _____

Date of Event: _____ Time Requested (Include set up and tear down): _____

Number of Participants: _____

Please select type of activity (Please describe fully, use an additional page if necessary):

- Music/Performance Talk/Lecture Interactive Activity (e.g., face painting, crafts, etc.)
- Food Demonstration (If you are distributing samples or using an open flame, please fill out and attach the applicable Health Department and Code Administration application/s) Other _____

Please describe fully the details of the activity, use an additional page if necessary:

NEEDS (Please mark the appropriate option and/or list the quantity):

- Podium/Lectern: Yes No
- Sound Support (FEES APPLY - Recommended when using the podium/lectern): Yes No
- Trash Containers: Yes No Quantity: _____
- Black Unpadded Folded Chairs (FEES APPLY) Yes No Quantity: _____
- Tables (FEES APPLY): 6' or 8' Rectangle 5' or 6' Round Quantity: _____
- Security Services (FEES APPLY - \$40/hr. per person): Yes No
- Cleaning Services (FEES APPLY - \$25/hr. per person): Yes No
- Reserved Parking: Yes No Quantity: _____ Location: _____

Please be advised, depending on your activities, you may be required to obtain various types of permits (food, noise, sound, tent (depending on size), propane or open flame, etc.). For additional information on how to apply to reserve the stage during the Old Town Farmers' Market, call the Market Manager at 703.746.3200.

I (We) have read and understand the policies and regulations governing the use of the Market Square stage, and agree to comply with the requirements contained therein.

Signature _____

Date _____

FOR OFFICE USE ONLY

Facility Charge: _____	Staff Fees (Min. 4 hrs. per staff): _____
Total Fees: _____ Minimum charge of \$_____ shall be paid 7 days prior to event.	
Approved by: _____	
Approved by: _____	