



# The City of Lynchburg, Virginia

1219 MAIN STREET, LYNCHBURG, VA 24504 (434) 455-4485 FAX (434) 847-1552

## LYNCHBURG COMMUNITY MARKET APPLICATION FOR STALL RENTAL BY NONPROFIT ORGANIZATIONS

PARKS AND  
RECREATION  
DEPARTMENT

I hereby apply to set up a booth at the Lynchburg Community Market.

Nonprofit Organization \_\_\_\_\_

501 (c) 3 number \_\_\_\_\_

Other Nonprofit Classification (please attach letter) \_\_\_\_\_ ID No. \_\_\_\_\_

Contact Person (print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

Please give a description of the product(s) you propose to sell or services you plan to promote.

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

Please give a preferred date and three alternate dates:

Preferred \_\_\_\_\_

1<sup>st</sup> alternate \_\_\_\_\_ 2<sup>nd</sup> alternate \_\_\_\_\_ 3<sup>rd</sup> alternate \_\_\_\_\_

Has your nonprofit displayed at the Community Market before? ( ) Yes ( ) No

### **FEES (to be paid before setup)**

- There will be no fee for displaying literature only.
- There will be a fee of \$10 if selling any items (cards, cookies, popcorn, raffles, etc.)

One table and 2 chairs will be provided to you. If you wish to rent an extra table and chairs, the cost will be \$5/table and must be arranged ahead of time.

Applicant Name: (please print) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Market Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_