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# *Apex Farmer's Market*

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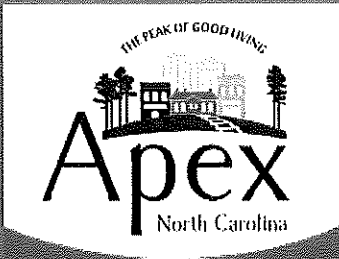
*Date(s)* | April 20, 2019 – March 14, 2020

*Contact* | Apex Farmer's Market & Local Food Alliance [Alexis Jensen]

*Town of Apex Expenses* | \$186.00

*Summary* | Celebration of the community, offering fun, engaging and educational activities for families as well access to locally sourced food.

*Notes* |



## Special Events Permit Application

Apex Parks, Recreation and Cultural Resources

Permit applications are accepted no later than 60 days prior to the start of the Special Event. Co-sponsored applications due by December 1st of each year.

All questions should be directed to david.wood@apexnc.org or by phone at (919) 249-1120.

Your permit application must be accompanied by a \$25.00 non-refundable processing fee before consideration is given to your request.

Upon submission of your permit request, send fee to: Halle Cultural Arts Center, Attn: Special Events Permit, PO Box 250, Apex, NC 27502 (You can also drop off in person at the Halle, 237 N. Salem Street).

### Event Information

**Name of Event \***

Apex Farmers Market

**Event From Date: \***

04/20/2019

**Event To Date: \***

03/14/2020

**Event Organizer (Sponsor): \***

Apex Farmers Market & Local Food Alliance

**Rain From Date: Rain To Date:**

**Contact Person: \***

Alexis Jenssen

**501 (c) 3**

**Organization \***

Yes  No

**Contact Mailing Address \***

805 Olive ST

**City: \***

Apex

**ZIP: \***

27502

**Primary Phone: \***

(503) -3677

**Cell:**

(503) -3677

**Email**

manager@apexfarmersmarket.com

Providing a daytime phone number and email address allows our office to communicate with you electronically when appropriate. Failure to provide accurate and complete information may result in a delay in processing your application.

**Website:**

<https://www.apexfarmersmarket.com>

**Projected**

**Attendance: \***

44,000

### Event Purpose

**Event Purpose \***

The Farmers Market is a celebration of community, offering fun, engaging and educational activities for families as well as access to locally sourced food, and handcrafted products. Each market brings an average of 1200 shoppers to downtown Apex and upwards of 1500-1800 on monthly special event dates. Our organization is committed to the health and wellness of our community and the growth and stability of our local economy.

**FULL SCHEDULE:**Please note, we have scheduled specific dates around existing Apex events. Market schedule shifts from weekly to monthly beginning in December.

April 20: 8:30-12:30

April 27: 8:30-12:30

May 4: 8:30-12:30

May 11: 8:30-12:30

May 18: 8:30-12:30

May 23: 8:30-12:30

June 1: 8:30-12:30

June 8: 8:30-12:30

June 15: 8:30-12:30

June 22: 8:30-12:30

June 29: 8:30-12:30

July 6: 8:30-12:30

July 13: 8:30-12:30

July 20: 8:30-12:30

July 27: 8:30-12:30

Aug 3: 8:30-12:30

Aug 10: 8:30-12:30

Aug 17: 8:30-12:30

Aug 24: 8:30-12:30

Aug 31: 8:30-12:30

Sept 7: 8:30-12:30

Sept 21: 8:30-12:30

Sept 28: 8:30-12:30

Oct 5: 8:30-12:30

Oct 12: 8:30-12:30

Oct 19: 8:30-12:30

Oct 26: 8:30-12:30

Nov 2: 9:30-12:30

Nov 9: 9:30-12:30

November 16: 9:30-12:30

Nov 23: 9:30-12:30

**WINTER MARKET:** Market happens once a month 9:30-12:30

December 14: 9:30-12:30

January 18: 9:30-12:30

February 15: 9:30-12:30

March 14: 9:30-12:30

**Location of Event \***

220 N. Salem ST Apex NC, 27502

**Are you requesting Town of Apex Co-Sponsorship?\***

Yes  No

**Will Town facilities be utilized (i.e. Streets, Parks, Greenways, Sidewalks, Multi-Use Trails)?\***

Yes  No

**Are sales/vendors being anticipated at the event?\*** **Will amplified sound be used for or during the event?\***

Yes  No

Yes  No

Will streets/sidwalks be closed during the event? \*

Yes  No

Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? \*

Yes  No

### Event Description

Describe type, size and area of event \*

Including stages, entertainment, parking, etc.

The market takes place at 220 N. Salem ST Apex NC, 27502, using the parking lot and courtyard space in front of the Chamber of Commerce building.

Date/Time event is scheduled to begin

Date/Time event is scheduled to end

\* \*  
04/20/2019 08:30:00 AM

\* \*  
11/20/2018 12:30:00 PM

Date/Time setup is scheduled to begin

Date/Time take-down will end

\* \*  
11/20/2018 06:00:00 AM

\* \*  
11/20/2018 01:30:00 AM

### Event Set Up

Does the event require electrical connections and where should they be located? \*

Yes  No

Will tents be used for the event? \*

Yes  No

Please list number, sizes & types: \*

35-45 10x10 Tents

Will banners be used for the event? \*

Yes  No

Request banner installation by the Town? \*

Yes  No

Are food vendors planned? \*

Yes  No

If yes, please describe food items to be sold at event \*

We have several vendors that sell food. From produce to ready to eat items.

Please describe sanitation provisions, restroom facilities, trash cans, and event clean up procedures \*

The Farmers Market volunteers and vendors will clean up the space after each market, however we request additional trash cans for market days and recycling receptacles is possible. Special Event dates specifically create more trash than others with food related items and the two cans in the market space are not sufficient.

**Provide contact information for provider of above services: \***

Asking for town support for trash and recycling

*An 8.5" x 11" site map must be included with the application showing sidewalks/greenways or multipurpose paths to be closed, tent placement, parade/run/walk routes or other similar activities, location of electrical needs, restroom, trash and water as needed*

**Event Site Map \***

To include electrical boxes, tents, part-a-johns, dumpsters, handicap parking, etc.

AFM Market Map.jpg

145.8KB

**eSignature**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I understand that failure to address any item listed on this application shall result in my application being returned for revisions and resubmission, I certify that I have received the attached information concerning regulations for special events.

**Applicant's name (Print) \***

Alexis Jenssen

**Applicant's eSignature**

*ALEXIS JENSSSEN*

**Date \***

11/20/2018

**SPECIAL EVENTS SPONSOR/ CO-SPONSOR AGREEMENT**

**We,**

The Apex Farmers Market & Local Food Alliance

**do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Town of Apex.**

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Town of Apex. Provide a detailed financial statement to the Town annually or after completion of the event. Any or all financial records are subject to audit by Town of Apex.
3. Group or organization must submit **by December 1st of the calendar year in which your event is scheduled an event application**, which includes the following:
  - a written plan for the event together including a narrative description of the event
  - a budget for the event
  - a marketing plan for the event
  - a logistics plan for the event.
4. Group or organization's activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is co-sponsored by the Town of Apex with the Town receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing **by December 1st of the calendar year in which your event is scheduled**. This permission will be based on the following: How the funds will be raised, Proposed use of the funds raised, and Group or organization's history of rendering community benefit

7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. NO ALCOHOLIC BEVERAGES will be allowed at any outdoor event, without prior approval and all necessary permits.
9. Partisan political events or activities will not be permitted during a town sponsored or co-sponsored event. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
10. The Town of Apex shall appoint a representative to serve as staff/liaison to the group or organization.
11. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Town of Apex as an additional insured.
12. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Event Organizer hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
13. Group or organization must provide information and/or perform such other duties as may be required by the Town of Apex
14. After the initial event and approval, this co-sponsorship agreement may be reviewed annually by Town of Apex representative and group/organization representative provided that the parameters, purpose, and organization of the event to not substantively change.
15. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event, for the use of Town of Apex free of cost. Any cost associated with this shall be borne by the applicant.
16. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.
17. The Event Organizer will provide for The Town of Apex a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any cost associated with this shall be borne by the applicant.

*ALEXIS JENSSSEN*  
Date  
Special Event Organizer

11/20/2018  
Date

*ALEXIS JENSSSEN*  
Date  
President of Group/Organization

**Special Events Co-Sponsor Checklist**

**What services/personnel are you requesting from the Town?\***

Check all Town paid services.

- On-duty Police  Barracades  Dumpsters  Trash Cans  Trash Removal during event  Recycle Bins
- Temporary Electric Boards  Utility Sinks  Street Sweeper  Use of Town Parking Lots
- Water Bill Ad inserts  Other *NOT*

**As the event organizer what services will you be providing?**

Please be specific:

Note: Upon further review the Town may determine if additional services are required.

**Number of temporary electric boards?\***

0

**Additional information/Special instructions as it pertains to the requested services?**



We request additional trash cans for market days and recycling receptacles is possible. Special Event dates specifically create more trash than others with food related items and the two cans in the market space are not sufficient. We also request cones, or barriers to be put up around the market space on Friday before markets(similar to Finally Friday barriers made with cones). This helps raise awareness of the market and also keeps cars from parking overnight in the lot, which results in a tow in the morning.

Once a month, we will be holding fundraising events where we make food for our shoppers. A utility sink on these dates would help us adhere to our safe food handling practices. Those dates are:

- April 20: Seasonal Meal & Plant Sale
- May 11: Seasonal Meal with Vendor Products
- June 22: Seasonal Meal with Vendor Products
- July 20: Seasonal Meal with Vendor Products
- Aug 10: Seasonal Meal with Vendor Products
- Sept 7: Seasonal Meal with Vendor Products
- Oct 19: Seasonal Meal with Vendor Products
- November 16: Seasonal Meal with vendor products

*Roll carts  
&  
recycle bins  
needed for  
these dates*

**Department Review Section**

Each Department must complete a Cost Estimate Worksheet and upload before completing your review.

[Click here for Rate Worksheet](#)

*Note: Save a copy of the Worksheet to your computer before making any modifications. Once completed then upload the Worksheet to the application form, see below.*

| Department Comments *  | Approval? *   | Cost Estimate |
|--|---|---------------|
| Enter Police Review Comments: No comments.   | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 0.00       |
| Enter Parks & Rec Review Comments: No comments   | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 0.00       |
| Enter Streets Review Comments: This looks like a duplicate. Who provides the barricades/cones?   | <input type="radio"/> Yes <input checked="" type="radio"/> No | \$ 0.00       |
| Enter Admin Review Comments: In previous years, a message regarding the opening day has been printed directly onto the utility bills, rather than an insert being created. If the organizer would rather create an insert, that can be done at their expense.  | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 0.00       |
| Enter ELeCtric Review Comments: If approved by Council: Contact Rodney Smith at 919-249-3342 or rodney.smith@apexnc.org at least 1 month from start of event date to discuss location of electrical connection. If approved by Council please drop off banner at 105-A Upchurch Street and put in the bin labeled banner drop off.   | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 186.00     |
| Enter Planning Review Comments: Temporary signs are allowed provided that no temporary signs are permitted within Town rights-of-way abutting Town-owned property with the exception of banners that hang above the street which are in accordance with UDO Sec. 8.7: Public event signs / banners shall be allowed provided that: a) signs / banners shall be permitted only for public events proclaimed by Town Council. b) signs may be located in the public ROW but outside of sight triangles. c) Remove within 48 hrs. after event ends. | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 0.00       |
| Enter FD Final Comments: Food Trucks are to be parked at least 10' apart.  | <input checked="" type="radio"/> Yes <input type="radio"/> No | \$ 0.00       |

**Revised Mapping and Department Worksheets**

These documents will supercede any previously submitted documents.

**APPEX**  
**FARMERS**  
**MARKET**  
LAUREL TERRACE PLAZA

**Chamber of Commerce Building**

planter

steps

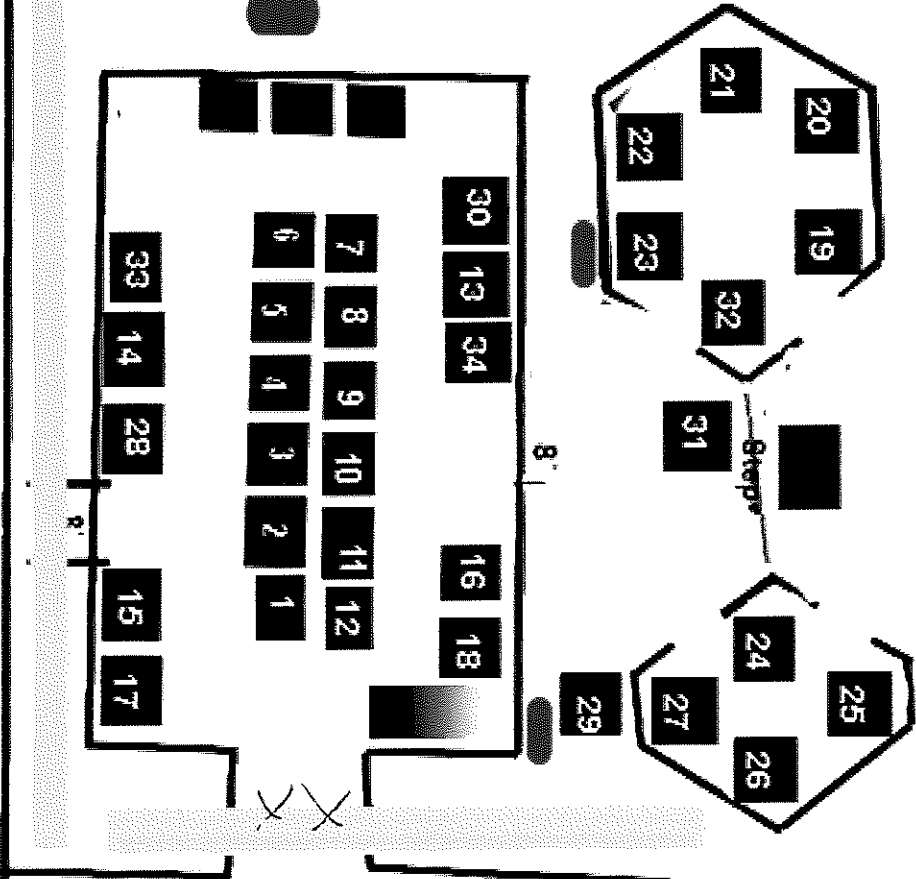
8'

8'

Seaboard St.

Center St.

N. Salem St.



Electric Outlets

10x10 Tents

Barricade Locations



**APPEX**  
**FARMERS**  
**MARKET**  
LOCAL FOOD ALLIANCE

Chamber of Commerce  
Building

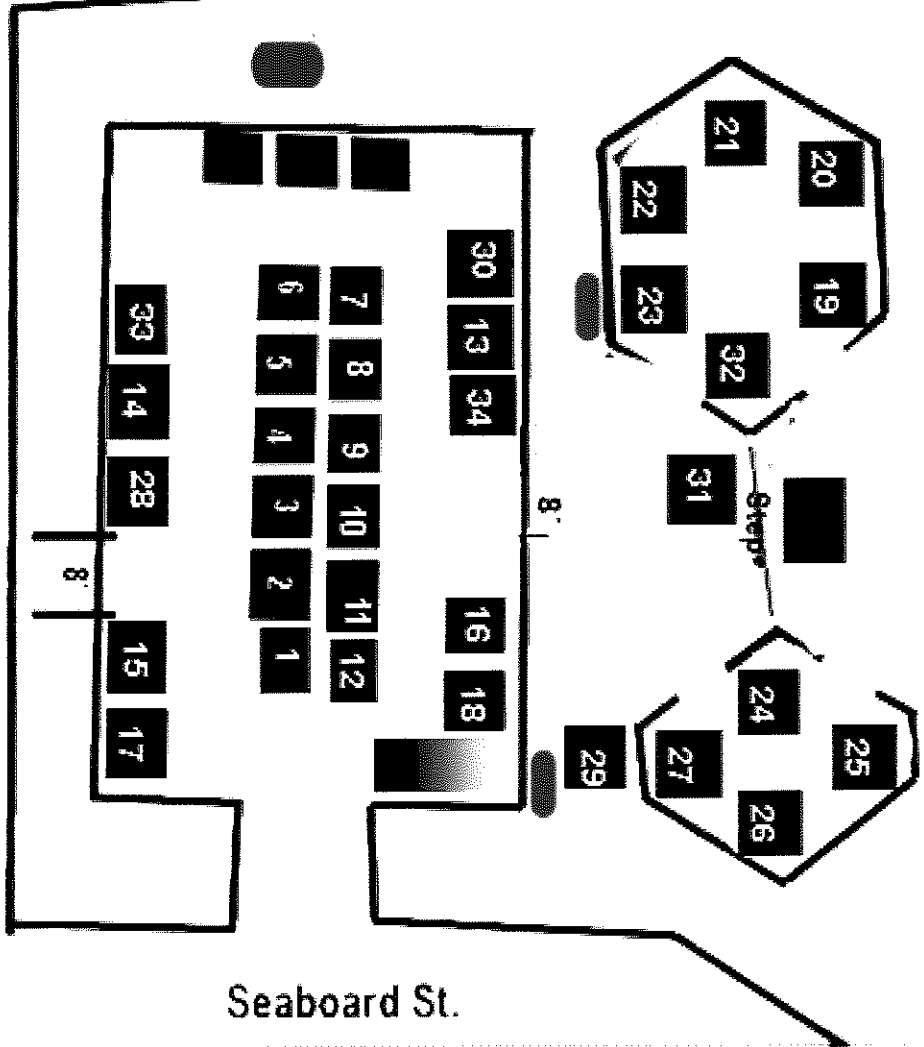
planter

Steps

Center St.

Seaboard St.

N. Salem St.



- Electric Outlets
- 10x10 Tents