



MARKET SQUARE RENTAL POLICIES

Downtown Market Square

The downtown market square at 907 Delta Avenue is available to rent on select days from May - October for the following: vendors, private parties, non profits, and public events.

Reservation approval, including the use of DDA-owned equipment, is at the discretion of the Downtown Ambassador or DDA Director.

Specifications

Vendor(s): Any individual making a transaction for profit through the sale of tangible goods in a shared space.

Private Parties: A private party is an event that is attended through private invitation and/or registration. This includes birthday, graduation, retirement, baby shower, or company parties. It also includes private classes such as yoga, painting, and other forms of entertainment requiring registration.

Non-Profit Vendor: Any individual or organization attempting to provide services, information, or assistance in a shared space, allowing access to pergolas. Proof of non profit status must be submitted.

Public Parties: A public party is an event that is open to all members of the community and requires a special event permit and insurance. For example, musical events or family events.

Rates		Inventory	Minimum Rental
Vendor (s)	\$10/4 hours	Not Included	4 hours
Private Party	\$30/hour	Up to 6 tables, 36 chairs	2 hours
Public Party	\$30/hour	Up to 6 tables, 36 chairs	2 hours
Non Profit	Waived	Not Included	4 hours

Discounts

The first hour rental fee may be waived with a minimum catering purchase of \$30 from a downtown restaurant. To receive this waiver, a receipt must be submitted to the Downtown Ambassador within 48 hours following the event, in which a reimbursement will be processed.

Payment & Cancellations

Payment is due no later than 48 hours before your reserved date. Failure to complete payment by this time will result in the forfeiture of your reservation. Cancellations must be made no later than 48 hours before your reserved date, except in the event of inclement weather. Cancellations occurring after this time may result in forfeiture of all fees paid.

Decorations

All decorations or signage attached to DDA structures, including tables, chairs, tents, or pergolas, must be attached using only DDA approved supplies which includes the following: scotch tape, push pins, fishing line, and bungee cords.

Set Up

The renter is responsible for all portions of set up. If your reservation includes the use of tables or chairs, they will be available 30 minutes before your reserved time and will require to be set up. Renters are responsible for ensuring they have reserved an adequate amount of time to complete their desired set up.

Clean Up

The renter is responsible for leaving the market square as it was upon arrival. Please ensure all trash, debris, decor, and personal belongings are not left behind. If tables and chairs were included, renters are responsible for folding these back down and leaving them where they found them. Renters are responsible for ensuring all materials used such as tape, push pins, or strings are adequately removed from DDA structures. Parties are additionally responsible for emptying the trash bin and discarding the bag in the city bin located in the alleyway behind the market square.

Alcohol

Guests are welcome to utilize the social district at the market square by purchasing from a participating downtown business in social district approved cups only. Renters are not allowed to bring or provide alcohol without obtaining the proper insurance and special event permit approval. If you need assistance with this, please contact the downtown ambassador.

Amenities

Limited access to electricity is available between the band stage and pergolas. Rear parking is available at the back of the market square. A port - a - John is available for use. In the event of inclement weather, 2 (10 X 20) canopies may be requested for use pending staff availability.

By renting the City of Gladstone Downtown Market Square, you are agreeing to abide by the policies outlined. Failure to comply may result in the forfeiture of your reservation, fees paid, and/or termination of your ability to rent in the future.