

## Holiday Market - Building Use Request

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To: Josh Arneson <jarneson@richmondvt.gov>

Dear Selectboard:

We would like to bring back the Richmond Holiday Market on December 7, 2024. Setup would begin at 7:00 a.m. and breakdown should be done by 5:00 p.m. We request use of the second-floor entryway as well as the meeting rooms on the third floor to use as vendor space. Currently, we are looking for anyone who would like to volunteer to help with the planning (email me). This will be in conjunction with the Library Book Sale. We are also requesting use of the Richmond Congregational Church, but have not heard back from them as of this writing. Table proceeds will benefit the Richmond Food Shelf. A Silent Auction with items donated by the crafters will benefit Toys for Kids. Since the event will benefit these two nonprofit organizations, we are hoping you can waive any fee that may be associated with using the space. Our Terms and Conditions will have the following clauses:

**Vendor Responsibility** – Vendors will be fully responsible for any loss or damage to their property by theft, fire, or casualty. The event host and facility expressly disclaim any responsibility for loss or damage. Vendors are responsible for any damage which may be incurred to the facilities because of or in connection with its operation. Vendors are responsible for the conduct of their employees, volunteers, or other representatives. Activities must not detract from the image or welfare of the holiday market.

**Liability** – Vendors agree not to hold event hosts/volunteers/facilities from and against any loss, expense, claims, damage, causes of action, injuries, suits or damages, suits to person or property, including attorneys fees, arising out of or related to the operation of the vendor at the event.

Please let me know if you require additional information.

Thank you for your consideration.

Sue Pochop and Kristin Fulmer