

Trinity Episcopal Church Vendor Space Contract

Trinity Episcopal Church
120 Allegheny Avenue, Towson MD, 21204
410-823-3588

This contract is hereby entered between Trinity Episcopal Church, hereby to be referred to as "Trinity", and _____ (your vendor name), for use of a space on Saturday, October 1, 2011 between the hours of 10 AM – 4 PM.

Trinity Space Vending Regulations:

1. Trinity requires a \$25 **non-refundable** registration fee (there's an additional \$10 fee if you need to use one of our tables). Please make check payable to "Trinity Church" and send it, along with this signed contract, to Trinity Episcopal Church c/o Susan Roswell, 120 Allegheny Avenue, Towson, MD 21204. For people registering after **September 23rd**, please email me at TrinityFallFestival@yahoo.com to let me know you're attending and bring your contract and check to the festival.

Additional donations are greatly appreciated. May we suggest 20% of your sales from the day of the Festival. All proceeds will benefit the youth pilgrimage fund.

2. All vendors must report into the Craft Vendor Chairperson upon arrival. Vendors showing up that have not already paid the fee will be allowed to stay if space is available.

3. The contract clearly states that a vendor is paying for only one space (10ft X 10ft). If additional space is needed, the vendor will have to pay for another spot. The Vendor may provide their own table or they may rent one from us for an additional \$10 fee (per table), payable when submitting this contract. Vendor spaces will be labeled with their designation and will not be changed.

4. You may park on Allegheny Avenue while unloading, which is where you will be setting up. You will then need to **move your car to a designated parking area no later than 9:00 AM** as we will be blocking off that road for the Festival. **Note: this is an outdoor event that will be held rain or shine, so please be prepared. We are NOT providing tents.**

5. Trinity reserves the right to ban articles for sale that are sexist, racist or offensive and derogatory in nature. Any food or beverage giveaways or sales must be approved in advance by the Craft Vendor Chairperson.

6. Vendors must confine their goods to the table areas allotted, unless prior consent has been given by the Craft Vendor Chairperson.

7. Vendors are financially responsible to the Trinity for damage to facilities, tables, and grounds due to vendor negligence, and payment is required on demand when presented by a designated Trinity representative.

8. There are no cancellations after September 23rd, 2011.

9. Any postings, publications or signage need to be approved in advance of vendor date by the Craft Vendor Chairperson.

10. Vendors must respect and abide by request of all Trinity staff. Vendors are guests to Trinity and mutual respect is expected at all times.

11. Vendors are expected to stay until 4 PM.

If you have any questions, please feel free to contact the Craft Vendor Chairperson, Susan Roswell at msroswell@yahoo.com

Mark ONLY 1 below:

_____ I need 1 table (enclose a \$35 check to cover both the registration & table fees)

_____ I do **NOT** need a table (enclose a \$25 check to cover just the registration fee)

_____ I require more than 1 spot (please contact Susan Roswell for pricing)

I hereby agree to the terms above.

Vendor Representative Name (PRINT)

Vendor Representative Name (Signature)

Date

VENDOR CONTACT INFORMATION: (Please PRINT clearly)

Vendor Company Name / _____
Vendor Representative Name (Print)

Vendor Address (Street, City, State, Zip)

(_____) _____ / _____
Vendor Phone Number Vendor E-mail (if applicable)

Application for Use of Trinity Facilities

Trinity Episcopal Church
120 Allegheny Avenue, Towson MD, 21204
410-823-3588

Name of Group or Individual: _____

Date of Application: _____

Time Facilities Required: **From 7 a.m. until 6 p.m. (includes setup and breakdown)**

Description of Activities: **Trinity Fall Festival**

Other Particulars: _____

Contact Person: _____ Phone #: _____

E-mail: _____

Trinity member who will accept responsibility for directing the proper use of the facilities:

Trinity member: **Susan Roswell**

E-mail: **msroswell@yahoo.com**

The applicant and the individual executing this application waive any and all claims, demands, and causes of action which they may have against Trinity Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Trinity Church and its officers, agents, and employees from and against any and all claims, demands causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees, and agents pursuant to this application.

- **Fee agreement:** User agrees to pay Trinity \$25 (without a table) / \$35 (with a table) for use of the facilities.
- **Non-fee agreement:** In return for the benefit of using Trinity's facilities, User agrees to abide by all terms and conditions of use described in this agreement.
- **Individual users:** User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Trinity) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

It is therefore agreed:

1. User agrees not to use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.
2. User agrees not to use the premises for any purpose contrary to the mission, purpose or belief of Trinity, which is a Biblically-based religious institution.
3. User agrees to abide by any rules or regulations that are attached to this agreement.
4. User agrees to be responsible for preparing for use, and returning to the pre-use condition, all areas of the premises which User will use, including entrances and exits.
5. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

6. This agreement may be cancelled unilaterally by either party with 7 days written notice to the other party.
7. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of Trinity.
8. Trinity and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Trinity and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
9. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____, _____.

Trinity Church



Signature

User

Signature

Position with User (title)