



2025 Waukesha Farmers' Market Family Tent Application

235 W. Broadway St., Waukesha, WI 53186
marketadmin@waukeshadba.com 262-336-6716



Name of Act/Group _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website/Social Media _____

Mission Statement _____

Please provide a brief description of planned activity/entertainment including age groups that will best fit activity; capacity for event/activity; any materials/supplies that will be used as part of the activity or for marketing purposes. (If more room is needed, feel free to attach a separate document.)

Names & Email addresses of staff/volunteers attending _____

Available Dates (please include length of time of activity)

Number of reserved parking spots required _____



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The Waukesha Farmers' Market runs from the first Saturday in May to the last Saturday in October, regardless of weather, from 8 am - 12 pm. Please submit your application and Certificates of Insurance via email (marketadmin@waukeshadba.com) or mail (235 W. Broadway St., Waukesha, WI 53186) as soon as possible to secure your preferred dates. The Waukesha Farmers' Market Coordinator will provide a shared schedule no later than April 1st. Each Wednesday, the Market Coordinator will confirm the time slot with the Participant(s) scheduled. If you are unable to attend a scheduled date, we ask that you contact us as soon as possible, but no later than 72 hours before your scheduled time. If you need to cancel due to an emergency within 24 hours of your performance, we ask that you contact the Market Coordinator (marketadmin@waukeshadba.com) AND the Market Manager (262-336-6716).

Additionally, all Participants agree to:

- Provide entertainment/activity that is family-friendly and non-partisan.
- If using a speaker, please be respectful with volume. Please comply with any volume requests made by the Market Management Team.
- Comply with cancellation notice. Frequent cancellation may lead to removal from the remainder of the schedule.
- If a generator is used, it must be an inverter generator.
- Clean up any trash, debris, etc. before departing.
- If multiple events are scheduled, leave in a timely manner allowing the other group to set up before their event.

The Waukesha Farmers Market will provide/allow the following:

- 10x10 tent
- Reserved parking spots near the tent
- Allow Participants to market their program with supplies/materials listed in application.
- Tip jar is allowed.



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The Participant of the Waukesha Downtown Business Association (WDBA) and Waukesha State Bank from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as direct or indirect result of use of any rented or occupied market space or in connection with any action or omission of the renter who shall defend the above, Waukesha Downtown Business Association (WDBA) and Waukesha State Bank in any such cause of action or claim. By signing this form, I agree to and confirm that I have read, understand and will follow the guideline rules of the Waukesha Farmers' Market.

I also hereby grant the WDBA the irrevocable right to use my image & voice in any recordings on their social media platforms. I waive the right to approve the final product. I hereby release the WDBA from any and all claims for invasion of privacy, appropriation of likeness or defamation. I understand that any video or image will have distribution limited to the WDBA's immediate media pages and printed newsletters distributed between WDBA members and customers of the Waukesha Farmers Market.

The success of our farmers' market is greatly aided by supporting social media efforts. We ask every vendor to help us spread the word on your own social media about **Waukesha's Farmers' Market**, its vendors, their products, and downtown Waukesha events.

Signature

Date

Please return this form **with all sections filled in**, along with your Certificate of Liability Insurance listing **Waukesha State Bank** (151 E. St. Paul Ave., Waukesha, WI 53186) and the **Waukesha Downtown Business Association** (235 W. Broadway St., Waukesha, WI 53186) as Additional Insureds, minimum liability coverage of \$100,000/\$300,000 aggregate.