



Old Capistrano Certified Farmers Market  
San Juan Capistrano Chamber of Commerce  
PO Box 1878  
San Juan Capistrano, CA 92693  
(949) 493-4700  
[www.sanjuanchamber.com](http://www.sanjuanchamber.com)  
[sjcfarmersmarket@sanjuanchamber.com](mailto:sjcfarmersmarket@sanjuanchamber.com)

### ***Community Outreach Program Application (revised November 2014)***

Thank you for your interest in the Old Capistrano Certified Farmers Market! The Old Capistrano Certified Farmers Market offers available booth space to community organizations seeking to raise awareness of their work or promote education of their cause. Community groups and/or organizations requesting a reservation to the Old Capistrano Certified Farmers Market must be a charitable non-profit organization offering community or market related education and/or community services.

*To apply for a community outreach space, please follow the instructions outlined below:*

1. Complete this form in its entirety and send it to [jennifer@sanjuanchamber.com](mailto:jennifer@sanjuanchamber.com) at least one month (30 days) before date(s) requested. Your organization will receive an email confirmation prior to the requested date(s).
2. There will be no fee to use the space for the date(s), however a refundable fee of \$25 per date is required to hold each date(s). Checks, cash or credit cards are accepted. Checks and cash will be returned to the organization at the end of the market date and credit cards will not be charged unless the organization is a no show.
3. It should be noted that Community Outreach reservations are in high demand and requests may be limited to a first come, first serve basis. The Market Manager will determine further availability as space allows. If you would like to be considered for more than one date, please include **all** dates that your organization is interested in, so that we can do our best to evaluate space availability and make assignments accordingly.
4. The requesting organization must provide its **own** canopy, weights, table, chairs and weather protection.
5. Information may be handed out from a designated stall area only and only when requested by the customer. No forcing information on those that do not ask. No microphones or bullhorns are permitted. No wandering outside of booth area to speak to shoppers.
6. We suggest that organizations design participatory games, quizzes or other interactive educational elements to bolster education. This should be the requesting organization's main focus in the booth, with the passing out of literature as a secondary option. Be prepared to engage and interact with people for the entire time of the market. (Showing up and sitting in a chair just watching people walk by defeats the purpose of reserving at 10x10 booth.)

7. In the case that an organization may have multiple streams of focus we, of course, appreciate awareness around themes that involve the preservation of farmland and supporting sustainable local economy (i.e. Gardening, New Urbanization, Wellness, “buy local” campaigns and any number of community development themes). All organizations will be considered regardless of stated focus.
8. Community Outreach groups are subject to **all** Market Rules, unless otherwise specified.

**Community Group/Organization Space Reservation Form**  
**(Please return at least one month (30 days) prior to your request date)**

<b>Name of Organization:</b>	
<b>Mailing Address:</b>	
<b>Email Address:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Non Profit/Tax Id:</b>	
<b>Purpose of Reservation</b>	

The Community service organization will adhere to **all** the Market Rules and Regulations, which are available to review on the Market’s website. Organizations may not sublet any of the benefits outlined in this agreement to other organizations.

The contracted organization will indemnify, keep, and save harmless the Old Capistrano Certified Farmers Market, The San Juan Capistrano Chamber of Commerce and The City of San Juan Capistrano from any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by authorized agents and shall defend at the contracted organization’s expense any action brought against the Old Capistrano Certified Farmers Market, The San Juan Capistrano Chamber of Commerce and The City of San Juan Capistrano by the contracted organization’s acts or omissions.

I have read and agreed to follow the Old Capistrano Certified Farmers Market Community/Organization Space Agreement and Market Site Policies, Rules and Regulations. The Chamber has the right to refuse, revoke and remove any vendor at any time at its discretion.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Available Dates: All Dates are first come, first serve. If you sign up for a date and receive it, you must show. Non-food vendors are blacked out from the SJC Farmers Market the 3<sup>rd</sup> Wednesday of June, July, August and September of every year.

The market is closed Thanksgiving week and the last two weeks of every year and the first week of every year. The market will also close if holidays fall on market days.

List dates: (please write clearly)

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