

**LITTLE FLOWER PARENT TEACHER CLUB**  
**38th ANNUAL HOLIDAY CRAFT BAZAAR**  
**SPACE RENTAL APPLICATION & AGREEMENT**

**THIS AGREEMENT** by and between the Little Flower Parent Teacher Club, of 900 Stevenson Drive, Springfield, Illinois 62703, hereinafter referred to as PTC; and

Name: \_\_\_\_\_ home phone: \_\_\_\_\_  
Address: \_\_\_\_\_ cell/work phone: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ e-mail address: \_\_\_\_\_

hereinafter referred to as Vendor;

The PTC hereby agrees to lease booth space(s), each *approximately* ten feet square in size, for the **Little Flower School Annual Holiday Craft Bazaar** to be held:

**SATURDAY, NOVEMBER 9, 2019 & SUNDAY, NOVEMBER 10, 2019,**

to Vendor for the sole purpose of exhibiting for retail sale **ONLY HAND MADE CRAFTS**. Vendor is to lease and occupy space for themselves accepting responsibility individually, unless it is a charitable organization that will sell and accept money as a charitable organization. Vendor is expressly prohibited from subleasing rented space(s). Vendor agrees to and must exhibit both complete days of the Holiday Craft Bazaar as scheduled. Vendor is prohibited from selling any type of food intended for human consumption or manufactured craft / non-craft items during the Bazaar. All crafts or products offered for sale to the public must be *“Hand Made”* by Vendor or an individual personally known to Vendor in order to be verifiably *“Hand Made”*, and Vendor accepts full responsibility for ensuring that all crafts or products offered at the LFS Annual Craft Bazaar by Vendor meet all LFS Craft Bazaar requirements. PTC reserves the right to reject any craft or product offered by Vendor for sale to the public if in their opinion they do not meet the spirit of the *“Hand Made”* requirement and/or is found inappropriate, and further PTC may at their discretion revoke Vendor’s rental rights removing them from the premises and retaining all rental fees paid as compensation for damages. The PTC shall make the final decision on accepting a Vendor’s Contract and determining if craft or product is appropriate for the Craft Bazaar. Please provide a brief description of all *“Hand Made”* crafts to be sold: *(Use reverse side if needed)*

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Vendor may check-in and set up Friday evening November 8, 2019. **For safety & security purposes, Vendors are NOT allowed on school or church grounds prior to 5:30pm Friday evening as school children are still present until that time.** Any Vendors found on grounds early may at PTC discretion have all rental rights revoked and all fees paid retained as damages. (Special requests for early set up may be granted at the discretion of the PTC). Vendor shall be allowed access to the buildings at 8:00am Saturday and 9:00am Sunday mornings. The doors will open to the public **Saturday from 9:00am to 4:00 p.m. and Sunday from 10:00am to 2:00pm.**

*Vendor shall park vehicle during Public hours on the far south side of the parking lot away from the buildings or as directed by school staff.* It is only requested, but we ask that Vendors park no more than one vehicle per booth on the grounds to allow maximum parking for customers. Parking requirements apply to any additional booth staff as well. Failure to comply with these rules may result in non-renewal of Vendor’s contract.

PTC provides all Vendors with electricity within 20 feet of rented space if requested; Vendor shall supply their own extension cords as needed. For your convenience, 8’ folding tables (maximum two per 10’x10’ space) are available for rent at a **\$10 convenience fee each**; please indicate your needs: **I need \_\_\_\_\_ tables at \$10 each, \_\_\_ I do not need any tables.**

The Little Flower School and Parent Teacher Club will not be held responsible for the safety of or any personal injury to Vendor occurring on Parish property; nor shall it be liable for the property of the Vendor’s in the event of theft, damage by fire, acts of God, or other such occurrences. The Little Flower Parent Teacher Club reserves the right to change Bazaar dates and times in the event of unforeseen scheduling conflicts, and/or cancel Vendor’s space reservation in the event of building demolition eliminating space availability; in either event

Vendor shall be entitled to a complete refund if desired. Vendor agrees to hold the Little Flower Parish, School, and PTC harmless from any and all loss or damage arising on account of this Contract or the use of the Little Flower Parish Complex.

Previous Vendors must properly execute and submit this Agreement to PTC with full payment prior to **January 15, 2019** to reserve same space from previous year. Prior to the event, a confirmation letter will be sent. Un-leased exhibition spaces existing as of January 16, 2019, will be offered to new applicants on the waiting list. If space remains un-leased the week prior to the Craft Bazaar, the PTC has the right to rent to outside vendors as they deem necessary to fill empty spaces and drive customer traffic and sales. *If Vendor cancels their contract a full refund will be given for requests made prior to October 1. A 50% refund will be given for requests made between October 1 and October 15. No refunds will be granted for cancellations occurring after the 15th day of October immediately preceding the scheduled Bazaar dates.*

Said parties hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, **20**\_\_:

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
PTC Officer / Craft Bazaar Chairman

**LEASE RATE CALCULATIONS:**

**Rate per each approximate 10' x 10' space -**  
\_\_\_\_ Parish Center **\$100.00**

\_\_\_\_ Other School Location (\*only accessible via stairs\*) **\$80.00**

\_\_\_\_ Each 8' Table (max. 2 per space) **\$10.00**

\_\_\_\_ Electricity (no charge, please check if need)

\_\_\_\_\_ **TOTAL DUE**

*The Little Flower School, Annual Holiday Craft Bazaar is sponsored by and for the benefit of the LFS Parent Teacher Club. All rental checks should be made payable directly to the **Little Flower PTC.***

**Comments and/or special requests:**

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Return Application/Contract in with fees to:

**Little Flower School  
c/o P.T.C. Craft Bazaar  
900 Stevenson Drive  
Springfield, IL 62703**

**School Office: (217) 529-4511**

<b>FOR OFFICE USE ONLY:</b>	
Amount paid _____	Booth # _____
Check # _____	