



## LEASE APPLICATION

The Nashville Farmers' Market is currently accepting applications for Market House tenant concepts. The spaces available are well suited for quick service, grab and go and retail concepts due to the square footage available and lack of existing hood ventilation. Applicants must demonstrate how the concept meets the minimum qualifications.

### Qualifications:

- Concepts that align with the Market's strategic vision will receive highest priority
- Concept must demonstrate local and/or regional sourcing
- Concept must offer healthy food options to shoppers
- Concept must demonstrate an effort to reduce food and material waste
- Concept must operate a minimum of 6 days per week from 8 am - 6 pm
- Concept must operate during all Night Market events from 5 pm - 8 pm
- Concept must demonstrate the plans and financial ability to improve the leasable space
- Concept must demonstrate ability to operate within a 3 - 5 year sublease at \$14.00 - \$20.00 per square foot over the term of the sublease.

### Timeline:

February 1 – March 1, 2017	Applications accepted
March 2 – March 20, 2017	Qualified applicant review and meetings
March 22, 2017	Staff recommended presentation(s) to board & discussion
April 26, 2017	Board discussion and approval
Summer 2017	Concept opening at NFM

### Conditions and Information

- *Completed applications must be submitting no later than March 1, 2017 to be considered and reviewed for any available leasable space as outlined in the application qualifications.*
- *The completing of this application by applicant and the acceptance of this application by the Nashville Farmers' Market (NFM) creates no obligation of NFM to approve application.*
- *This is a preliminary application. As such, NFM may require applicant to submit additional information at its sole discretion.*
- *While there is no obligations of NFM to notify applicant, applicants may expect to receive a response from management regarding next steps prior to March 20, 2017.*
- *Approval of this application is required to become eligible to use selected Nashville Farmers' Market (NFM) facilities upon proper reservation and payment. Please address the fields in each section of the application as indicated in type or legible print.*
- *Please note that application packets will not be returned.*

For more information about the lease application process or required information, please contact Tasha Kennard at 615-880-2001 or [Tasha.Kennard@Nashville.gov](mailto:Tasha.Kennard@Nashville.gov).



## NFM MARKET HOUSE LEASE APPLICATION

APPLICANT INFORMATION			
BUSINESS/ORGANIZATION NAME			
BUSINESS/ORGANIZATION WEBSITE, FACEBOOK and/or TWITTER (if any)			
APPLICANT NAME (or person authorized to represent applicant business/organization)			
STREET ADDRESS			E-MAIL
CITY	STATE	ZIP	BUSINESS PHONE
ON-SITE MANAGER (if different from applicant)			MANAGER PHONE
Concept Type: <input type="checkbox"/> Bakery <input type="checkbox"/> Butcher <input type="checkbox"/> Fish Market <input type="checkbox"/> Restaurant Concept <input type="checkbox"/> Retail <input type="checkbox"/> OTHER (explain):			
APPLICANT HAS RENTED NFM SPACE BEFORE— <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," what was the last date?			

**BUSINESS INFORMATION**

**LEASE PERIOD REQUESTED** (approximate)

**BEGIN DATE:**

**END DATE:**

**SIZE OF SPACE REQUESTED** (select one or more options)  300 square feet  250 square feet  180 square feet  other: \_\_\_\_\_

**DESCRIPTION OF BUSINESS TO OCCUPY LEASED SPACE**

**LIST PRODUCTS TO BE SOLD** (only listed and approved items may be sold; additional items will require written market approval)

**DESCRIBE HOW THE PRODUCTS WILL BE SOURCED**

**DESCRIBE HOW THE BUSINESS WILL REDUCE WASTE AND THE TYPES OF MATERIALS AND PACKAGING THAT WILL BE USED TO DELIVER GOODS TO THE CUSTOMER:**

**OUTLINED PROPOSED HOURS OF OPERATION:**

**DESCRIBE HOW THE BUSINESS WILL BE PROMOTED TO THE COMMUNITY:**

**BEER, WINE OR LIQUOR WILL BE SERVED/SOLD:**  YES  NO

**DETAIL ALL EQUIPMENT THAT WOULD BE INSTALLED IN LEASED SPACE ALONG WITH ASSOCIATED UTILITY TYPE AND REQUIREMENTS**  
(attach additional pages if necessary)

**PREPARED FOOD BUSINESS INFORMATION** – as applicable respond to this section and attach documentation as indicated

**FOOD PREPARED ON-SITE:**     YES     NO

- Tennessee Department of Health permit to prepare food is attached (permits from other states will NOT be accepted)
- Leased space will be a Certified Kitchen and the Tennessee Department of Agriculture Manufacturer Plan Review is attached

**FOOD REPACKAGED, HOMEMADE, OR PREPARED OFF-SITE (such as pies, cakes, bread, fudge, *et cetera*):**     YES     NO

- Certified Kitchen food preparation information — Kitchen Certificate; Kitchen Address; Kitchen Owner’s Address Telephone Number, and E-mail; Kitchen Owner Confirmation Letter of Certified Kitchen rental — is attached
- Tennessee Department of Ag Manufacturer Plan Review is attached **-OR-**
- Tennessee Department of Health permit to sell the prepared food items is attached

**OTHER DETAILS** – provide any additional information to help market staff to understand the application request

**MARKET SERVICE** – complete if applicable

**DETAIL ANY ELECTRICAL POWER NEEDS** (include the number and type of outlets)

**DETAIL ANY PLUMBING AND WATER NEEDS**

**DETAIL ANY OTHER UTILITY AND RESOURCE NEEDS**

**APPLICATION APPROVAL AND REQUIREMENTS NOTICE**

**If the Applicant pays an application fee as required by NFM staff and this *Lease Application* is approved, market staff will draft and provide a Lease document, which must be signed by the parties and approved as required by Metro regulations.**

**The Applicant must...**

- return the Lease completed, signed, and notarized
- pay the total amount due for the first month rent
- pay the Security Deposit as specified by the Lease — paid by separate ( from the preceding payment) business or personal check
- submit Certificate(s) of Liability Insurance exactly as required by and specified in the Lease
- current documentation of a Business License from a Tennessee governmental entity **-AND-**
- documentation of sales and use tax certificate of registration

**(OR: federal or state government tax exempt status documentation)**

***Exception: If all items to be sold are products direct from applicant's farm, the documentation above is not required (reference TCA § 67-4-712).***

**The Applicant must also submit the following documentation as indicated...**

**Business that will Sell Alcoholic Beverages must submit:**

- a Certificate of Liquor Liability Insurance as required **-AND-**
- ABC and Beer Board permits (as applicable if the alcoholic beverages will be sold)

**The items above must be submitted to market staff all together at the same time (a partial package will not be accepted). Occupancy will not be permitted until a lease is signed and approved by required Metropolitan Government of Nashville and Davidson County officials.**

**APPLICANT SIGNATURE AND CERTIFICATION**

**By signing below, Applicant:**

- verifies that all information detailed within is accurate and correct;
- agrees to comply with *Nashville Farmers' Market's Rules and Regulations* and *Selected Facility Regulations* detailed above;
- acknowledges responsibility for compliance with the Americans with Disabilities Act (ADA) regarding any applicant market resources;
- and confirms careful review and understanding of the *Application Approval And Requirements Notice* above.

**Applicant Signature and Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_