



PARKS AND RECREATION  
DEPARTMENT

**ATTACHMENT 3**  
**Lynchburg Community Market**  
**Permanent Shop/ Mini- Restaurant Application**  
**Shop \_\_\_\_\_**

The City of Lynchburg reserves the right to reopen the application process if no vendors are found that meet our needed requirements.

**Applicant Information**

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

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

Owner(s) Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner daytime phone number: \_\_\_\_\_

**Proposal**

If this business is now in operation, please describe the business (include years in operation and current location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your business proposal for the Lynchburg Community Market, include a general description of your product(s), your target market, how your business compliments the market mix, etc: \_\_\_\_\_

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Please provide details of your operations plan, include hours of operation, staffing commitment, and any logistical needs that City staff should be aware of i.e. shipping, storage requirements, etc: \_\_\_\_\_

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Please provide a brief background of owner(s), include management experience and experience in product line of proposed business:

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Please provide timeline, include estimate of time needed to renovate Market space, date shop would open: \_\_\_\_\_

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Provide, as an attachment, a sketch of the layout of the space. Please describe the improvements that you will make to the space and will fund:

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Please describe the improvements needed to the space that you are requesting for the City to fund:

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Please describe any special requirements that are needed for your business, such as a ventilation system for cooking, electrical services, etc.

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I have read and understand the Lynchburg Community Market Lease Agreement and Community Market Handbook and agree to abide by all rules and policies of the Community Market and lease agreement. I certify that all of the information contained in this application is true and correct and that supplying false or misleading information is grounds for the termination of the applicant's lease.

\_\_\_\_\_  
Owner name

\_\_\_\_\_  
Owner name

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date