



Regulating Outdoor Vending on Church Street

Pop-up tents - Retail Only

Born out of a response from the Covid-19 pandemic, The Marketplace will allow retail establishments to have up to two, 10' x 10' pop-up tents outside their business from May 15 – October 15. Merchants must apply to the 'On the Bricks' Program annually (applications to go-live in March) and pay an annual fee of \$500/tent to host outside retail activity. *With the exception of the annual Sidewalk Sale (always the second Thursday – Sunday of August). If your business would like to participate you must notify the Church Street Marketplace by April 1st. You can do this by filling out this [interest form](#) or emailing Jed Sass at jsass@burlingtonvt.gov You will then receive a contract to sign and return with your tent agreement for the season, May 1, 2022 – October 31, 2022. Payment will be invoiced by the Marketplace Department and is due prior to the first day of outdoor vending.

Terms & Conditions:

1. Applicants
 - a. Retail vending on Church Street will be limited to retail businesses on the ground level
 - b. An Up-to-date Certificate of Insurance (COI) must be on file with the Church Street Marketplace Department.
 - c. Merchants can apply for a full-season pass for a tent(s) 5+ days per season for \$500/tent.
 - d. Merchants can apply for a day-pass for a tent(s) that allows for 1-5 days of set-up per season for \$100/tent. Merchants must notify Marketplace Department at least 2-hours in advance of the day(s) they plan to set-up their tent by emailing Jed Sass at jsass@burlingtonvt.gov.

**Reminder, the annual Sidewalk Sale (always the second Thursday – Sunday of August) is the exception to purchasing a pass. Tents are allowed without a pass for this event.*

2. Tent Appearance
 - a. White or black (solid color) 10' x 10' tent
 - b. Maximum of two 10' x 10' tents if storefront can accommodate (or 1, 10' x 20').
 - c. Tent(s) must remain within the business footprint.
 - d. If not white or black, merchants can request a variance from Marketplace staff for an alternative color:
 - i. Color must match storefront or logo of business applying
 - e. All sides open with no obstructed view. Side walls on tent(s) are not permitted to retain lines of sight
 - f. Branding on tent is permissible, business name and/or logo
3. Tent Location and Logistics
 - a. Must be set-up every day and **taken in every night**
 - b. No cinder block weights. Sand bags or [circular tent weights](#) only
 - c. Tent(s) must be weighted with 50lbs weights on at least two legs (one front and one back)
 - d. Tent(s) must be rated for at least 30 mph winds.
 - e. Tents must remain outside of the nine-foot pedestrian walkway directly in-front of your doorway and will remain at least six-feet away from the center granite line

- f. Tents may not be allowed during certain events and festivals including the following dates: Marathon (last Sunday in May), Festival of Fools (First Friday – Sunday in August). Businesses will be notified within 15-days if tents cannot be put out due to an event, festival, parade or maintenance work.
 - g. Tents are allowed from May 1st – October 31st.
4. Display Space
- a. Carpets and plants allowed
 - b. Items cannot spill out of boundaries of tent
 - c. No individual music is allowed

Outdoor Café Space – Restaurants Only

A restaurant may construct, maintain, and operate at their own expense a dining area on the public right-of-way for the on-premise consumption of food and beverage fitting the exact description in the exact manner and place as initially approved by the Commission on March 16, 2005. Restaurants will be allowed to expand cafés **east** and **west** during the 2022 season with no additional fee. Leaving a 6’ walk-way from the granite center line and a 9’ walkway from the building (with exceptions during parades and large events). All other outdoor café expansion will revert to the Outdoor Café Expansion Policy, approved by the Church Street Marketplace Commission on 4/21/10 which is as follows: Cafés may expand no more than 30% or 8 feet across an adjoining retail store’s frontage, north and south, whichever is less. Cafes may not block the front door of an adjoining retail store. Retailers have priority and are given the right to deny any cafe expansion in front of their store front. Since the retailer is losing exposure they should be able to be able to control the space in front of their store.

If your business would like to participate and use your café space you must notify the Church Street Marketplace by April 1st. You can do this by filling out this [interest form](#) or emailing Jed Sass at jsass@burlingtonvt.gov. You will then receive a contract to sign and return with your café space fees (PSF fee for 2022: \$9.09 for alcohol service, \$5.91 for food service, and \$4.54 for coffee service) and regulations for the season, May 1, 2022 – April 30, 2023. Payment will be invoiced through the City of Burlington and is paid in two equal payments on June 1 and September 1 of each year.