



Sister Cities Grove Nonprofit Table Policy

Over the past five years, the popularity of Durham Central Park (DCP) and the Durham Farmers Market (DFM) has grown substantially. Through a lease with the City of Durham, DCP is managed by the volunteer Board of Durham Central Park, Inc. Under the terms of their lease with DCP, Inc, the DFM manages the space under the pavilion as well as the space bordered by the sidewalk/trail, Hunt St., Foster St. and Roney St. on Saturday mornings and Wednesday afternoons.

As a result of the increase in interest, Durham Central Park, Inc. has been besieged with requests to set up tables in the Sister Cities Grove area by various groups who wish to take advantage of the popularity of the market and share their message with the Durham community members who visit the market. While DCP, Inc. supports this concept it must also be vigilant in protecting the open and leisurely atmosphere that has developed in the park itself during market days. To this end DCP, Inc. has found it necessary to develop a policy in order to maintain the relaxing causal atmosphere as well as provide a limited number of nonprofit groups the opportunity to inform the public.

The following procedures outline the specifics of this policy. Recognizing that any policy is only as good as its adherence, DCP, Inc. will hire a Saturday proctor to help direct groups and assure that the procedures are uniformly applied. A fee will be charged to each nonprofit group who reserves a Saturday space to help offset this expense.

How many tables will be allowed to set up each Saturday in the Sister Cities Grove?

Usually 5 tables plus the Durham Central Park, Inc. booth. If there is a special event in the park some morning (i.e. Chili Cook Off) no tables will be allowed to set up.

Who will be allowed to set up a table/booth?

Not-for-profit organizations.

How much will it cost to have a booth at the park on Saturday mornings in the Sister Cities Grove?

The cost per week will be \$25 per organization per table. This money will pay for the proctor.

How big can your table/booth be at the park?

You will be able to have a 10ft x 10 ft tent if desired.

Your table, display, etc. should be able to fit in that area.

When may you set up your table on Saturday morning? How long can you stay?

You may set up 30 minutes before the market opens. Please be aware that the farmers/crafters will be setting up and you must stay out of their way.

You may stay until the market ends and must be gone 30 minutes after the market ends.

How should a not-for-profit sign up and pay for the spot? How many times a month can one organization be at the park?

- A representative from the interested nonprofit should contact the DCP, Inc. office by sending in a completed 'terms of use' form no later than 2 weeks before the date they want to be at the park.
- When you are contacted that you have a space, a \$25 payment should be sent to DCP, Inc. to hold the spot.
- Each organization may be at the park twice a month. If spots open up on other weeks, DCP, Inc will have the option to contact groups who might want to fill in the empty spots that week.

What are the parameters about giving or selling things at the nonprofit booths?

Nothing may be sold by the nonprofits. Nothing that competes with the farmers or the crafters (i.e. food or crafts) shall be given away. Things that advertise your organization (t-shirts, raffle tickets, bumper stickers, etc) are permissible to give away for free or by asking for a suggested donation. If you are planning to have items to give away, you must have them approved beforehand.

If you have questions, please contact us at

Durham Central Park, Inc.

contact@durhamcentralpark.org or call 919-794-8194.

Visit our website at www.DurhamCentralPark.org