



## SAINT JOHN CITY MARKET

### Leasing Guidelines

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Thank you for your interest in the Saint John City Market, Canada's oldest continuing farmers' market. As a location steeped in years of tradition, the quality, service, and selection of our vendors has always been the strength of the City Market. High-quality vendors allow residents and visitors an opportunity to shop, experience and gather in the urban centre of Saint John.

On June 16, 1986, the Saint John City Market was designated a National Historic Site of Canada. Built between 1874 and 1876, the Saint John City Market narrowly escaped the great Saint John fire that swept through the City in 1877. Designed in the Second Empire Loyalist style by New Brunswick architects McKean and Fairweather, the Market building contains several shops on the ground level featuring all locally owned businesses.

**Submitting an application is the first step in a multi-step process and is not a guarantee.** Final approval must come from Market Management. The process to rent space is very competitive and available spaces are open until filled with a qualified vendor. Vendors may be housed on a waitlist until a space becomes available. All successful applicants will be subject to the Covenants and Conditions of the Lease for Stall Space upon approval.

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## **Section I: Tenancy Types**

When a vacancy becomes available for lease, the pre-determined uses and guidelines will be reviewed with the applicant to ensure the preferred type of business use is upheld for the space. Spaces available for lease will be identified by a sign physically located in the vacant leasable space and on the City Market website. Applications may also be drawn from an existing pool of tenant applications, which are kept on file for up to one (1) year. Applicants interested in permanent tenancy at the Saint John City Market are required to submit an Application online following a meeting with the City Market Manager. Power needs must be discussed prior to approval with Market Management and should be outlined in the application.

### **Permanent Stall Space**

Interested parties must review the Leasing Guidelines and contact the City Market Manager to express interest prior to submitting an application. After an application is submitted, applicants that meet the current criteria requirements for the space available will be contacted. Applicants that do not meet the current criteria requirements will be kept on file for up to one year to be considered for future vacancies.

### **Rental Space Rates**

- Rates are to be discussed with Market Management;
- Rates are determined by size of space and tenancy requirements.

### **Temporary Pop-up Space**

Interested parties must review the Leasing Guidelines prior to submitting an application. After an application is submitted, applicants that meet the current criteria requirements for the space available will be contacted. Applicants that do not meet the current criteria requirements will be kept on file for up to one year to be considered for future vacancies.

### **Rental Space Rates**

- Daily - \$30.00 HST included
- Daily with electricity hookup - \$35.00 HST included
- Monthly rates can be discussed with Market Management

### **Rental Space Cancellations and Emergency Situations**

Vendor cancellations must be received one (1) week prior to the booking date to incur no charges. Cancellations received less than one (1) week prior to the booking date will be charged 50% for the entire booked date canceled. Cancellations received less than 24 hours before the booking date will be charged 100% of the entire booked date canceled.

### **Emergency Cancellations**

Situations arising on booking date may be exempt at the discretion of Market Management. All payments concerning cancellation must be paid prior to the next booking date to ensure allocation of space. Vendors will not be permitted to set up with outstanding payments due. Any vendor who is away from the City Market for two (2) or more consecutive weeks relinquishes their space. Any vendor who is deemed to have relinquished space and wishes to return to the City Market will be allocated space based on availability. There will be no reservation of space and no assurance of returning to relinquished space.

### **Allocation of Space**

Market Management has the authority and reserves the right, at any time during the operation of the Market, to assign any vendor to a specific location if in the opinion of Market Management; such placement enhances the appearance, traffic flow or efficient operation of the Market.

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## **Section II: Vendor Criteria**

Products which will be considered for adjudication include:

- Products that are produced locally from raw materials;
- Products raised, grown, hand-made, designed or processed by the applicant;
- Products considered to be unique or bring added interest to the Market;
- Products that complement existing offerings or fill current vendor gaps.

Products which will not be considered for adjudication include:

- Goods containing non-CSA approved electrical goods;
- Mass produced or manufactured goods;
- Businesses representing a franchise or corporate chain;

- Assembled kits or goods made from kits;
  - Second-hand goods (antiques, collectables and recycled materials may be accepted;
  - Embellished goods such as decorated pre-made plant pots, painted sneakers etc.
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### **Section III: Rental Space Application Process**

#### **Application**

Selected applicants will be contacted by Market Management and may be invited for an interview to ensure their products meet the parameters for tenancy. The application will be reviewed and a tour of the prospective premises will be conducted to discuss space requirements and necessary improvements. If the applicant does not meet the criteria the applicant will be notified and presented with the option to keep their application on file for up to one (1) year.

#### **Lease Negotiation**

If it is determined that the applicant meets the eligible requirements and Market Management has agreed to pursue a tenancy agreement with the applicant, lease negotiations will begin. The decision to enter into an agreement with the applicant is at the sole discretion of Market Management. The City Market Lease for Stall Space is used for all tenants with provisions including but not limited to the use of common areas, leased premises, term of lease, realty tax, utilities, promotion fund and gross rent.

#### **Space Preparation**

Tenants are permitted to construct or renovate their leased premises upon approval of Market Management. Preliminary plans including drawings and specifications prepared by the qualified applicants and other applicable documents must be submitted for consideration.

For more information please contact Market Management at [city.market@saintjohn.ca](mailto:city.market@saintjohn.ca)