

# Western Market Chalet Rental Application

## General Information

This program is designed to attract small businesses to Muskegon. It offers opportunities to sell and showcase products and services of interest to area residents and tourists. Due to limited space, applications are required and will be reviewed in the order they are received. Your application WILL NOT be considered unless it is complete and submitted with a \$25 application fee. Applications are reviewed in the order received. We strive to provide diversity in our vendor offerings to the public, so do not delay as spots will fill up quickly. Once your application is accepted, you will be notified. An agreement will be provided and a location assignment will be made by staff. If your application is not accepted, your \$25 application fee will be returned to you. If your application is approved, your \$25 application fee **WILL NOT** be refunded.

## Cancelation Policy

No refunds for vendor cancellations will be given. Vendors may not sub-let their location to another vendor. Vendors who do so will forfeit their lease and will not receive a refund. Only vendors listed and approved on the original agreement will be allowed.

## Electricity/Lighting

Power will be supplied to the appropriate areas designated for vendors. No generators will be allowed unless approved in writing by staff. Staff will only consider "quiet" generators.

## Application/Payment Process

Payment may be made to:

City of Muskegon  
City Clerk's Office  
933 Terrace Street  
Muskegon, MI 49440

Cash, check, and credit card are accepted. There will be a 3% fee added to credit card transactions over \$60 or \$2 fee for charges under \$60.

Please include:

Vendor Application

Photos of Items to be sold or website link

## Vendor Information

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Business Name

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Primary Contact

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Address

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Telephone Number

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City

State

Zip

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Email Address

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Website (if one)

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Onsite Contact (If different)

Description of items to be sold (please attach photos):

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**Booth Type & Price**

**(Please number 1 through 3 your preference for chalet size. Please note, your first or second choice may not be available.)**

\_\_\_ 90 square feet - Seasonal Rental Fee \$1,125

\_\_\_ 120 square feet – Seasonal Rental Fee \$1,500

\_\_\_ 150 square feet – Seasonal Rental Fee \$1,875

**Minimum Required hours** for low and high season (Please note the dates and times are the minimum requirements. Vendors may stay open longer than the dates and times listed.

**Low Season** - May 1 – June 30<sup>th</sup> and August 15<sup>th</sup> - October 30<sup>th</sup>, Open Thursday through Saturday from 11 a.m. to 6 p.m.

**High Season** - July 1<sup>st</sup> – August 14<sup>th</sup>, plus all cruise ship and festival days - Open seven days a week from 11 a.m. to 6 p.m.

**Contact Info**

Vendors having additional questions or needing additional information, may contact:

Ann Meisch

City Clerk

City of Muskegon

933 Terrace Street

Muskegon, MI 49440

231-724-6705

Email: [ann.meisch@shorelinecity.com](mailto:ann.meisch@shorelinecity.com)

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Approval: \_\_\_\_\_

Deposit received : \_\_\_\_\_

Photos/Sketches received: \_\_\_\_\_