

Steel Goat Marketplace – Public Event Proposal Form

Thank you for your interest in hosting an event at Steel Goat Marketplace! Please complete this form to propose your event. Proposals should be submitted **at least 2 months in advance** for review and approval and to provide the most time for advertising

Hosting a Public Event During Store Hours (non vendor)

- Ideal for free classes, workshops, or public gatherings
- Price: **\$40 for the first hour, \$20 for every additional hour** (Classes/workshops/events that extend past our regular business hours will be charged an additional \$20 per hour to cover employee costs)
- Guests have full access to Steel Goat Marketplace
- Perfect for drawing in customers (local shopping + your event = Tons of fun!)

Hosting a Public Event During Store Hours (sgm vendor)

- Ideal for free classes, workshops, or public gatherings
- Price: **\$0 for the first 2 hours, \$20 for every additional hour** (Classes/workshops/events that extend past our regular business hours will be charged an additional \$20 per hour to cover employee costs)
- Guests have full access to Steel Goat Marketplace
- Perfect for drawing in customers (local shopping + your event = Tons of fun!)

Host Information

Vendor/Organization Name: _____

Primary Contact Person: _____

Phone Number: _____ Email _____

Address: _____

Event Information

Proposed Event Title: _____

Event Description/Party Idea: _____

Requested Date(s) & Time(s): _____

Additional Info: _____

Event Needs from Steel Goat Marketplace

- ☐ Inside Space (Goat House / Parking lot(s) / etc)
- ☐ Tables / Chairs
- ☐ Access to Outlets
- ☐ Advertising Support (SGM Website / Social Media) (sponsored ads will be an additional charge)
- ☐ Catered Food / Refreshments (extra fee)
- ☐ Other (please describe): _____

Host Responsibilities

Steel Goat Marketplace requires that all outside hosts:

- Provide their own flyer and event summary for approval before promotion.
- Manage as much of the event as possible, including setup, materials, and staffing.
- Receive written approval from Steel Goat Marketplace before advertising or ticket sales begin.
- For *paid-ticket events*, we encourage hosts to manage their own ticket sales through third-party platforms like Eventbrite.
- For *free events with RSVP*, we encourage you to still create an Eventbrite link and share it with us so we can add it to our website.

Approval & Acknowledgment

By signing below, you acknowledge and agree that:

Event details and promotional materials must be approved by Steel Goat Marketplace before release.

Steel Goat Marketplace reserves the right to deny, reschedule, or request changes to any proposed event.

You are responsible for the majority of planning, staffing, and execution of the event.

Signature of Host/Organization Representative: _____

Date: _____

Steel Goat Marketplace Approval: _____

Date: _____