

# Temporary Structure Policy

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to outline the policy regarding the use of temporary structures at outdoor markets. This policy aims to ensure safety, accessibility, and compliance with local regulations.

## Policy Overview

Temporary structures are defined as tents, canopies, or other similar types of installations that may be used for various purposes including merchandising, food services, or any other temporary business activities.

## Requirements

1. All temporary structures must be compliant with local building codes and safety regulations.
2. A permit must be obtained from [Insert Relevant Authority] prior to installation.
3. Structures must be anchored securely to prevent hazards related to wind or weather.
4. Emergency exits must remain unobstructed at all times.
5. Insurance liability coverage is required for all vendors utilizing temporary structures.

## Inspection and Compliance

Inspections will be conducted by [Insert Relevant Authority] to ensure compliance with the established guidelines. Non-compliance may result in penalties or removal of the structure.

## Conclusion

We appreciate your cooperation in adhering to this policy to ensure a safe and enjoyable experience for all market attendees. Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]