



Leasing Commercial Space

Thank you for your interest in commercial space in the Reading Terminal Market, a 501(c)(3) non-profit, which is a great place to operate a business! The Reading Terminal Market Corporation (RTMC) is the Market Manager.

All applications for space are welcome. The process to lease commercial space is very competitive. Available spaces are open until filled with a qualified applicant. Currently, RTMC is looking for fresh, purveyor items/grocery items. Please see the next page for the steps to lease commercial space at the Market.

Submitting an application is the first step in a multi-step process and is not a guarantee that you will be offered use of a commercial space. After an application is submitted, RTMC will contact applicants that meet the needs for the space available. Applications that do not meet the needs will be kept on file for one year for consideration for future vacancies.

Final approval must come from RTMC Management, our Board of Directors, and the Philadelphia Historical Commission. Please be aware that the entire process from submittal to approval takes a minimum of 12 weeks, but more commonly, much longer.

Please note that our focus is on independent, owner/operator businesses. RTMC does not look to bring in franchised units.

If you need more information, please call the Management Office at 215-922-2317.



STEPS TO LEASE COMMERCIAL SPACE AT READING TERMINAL MARKET

1) Complete and submit a Commercial Space Application and Proposal. RTMC staff will contact you if your product would enhance the current tenant mix at the Market and if we have suitable space to offer. If not, we will hold your application for one year to consider future vacancies.

Your proposal should highlight a bit about you, your concept including product mix, why you want to sell at Reading Terminal Market, your target audience, and how you plan to capture your target audience.

Please submit the application, proposal, and any attachments to:

Reading Terminal Market Management Office

1136 Arch Street, #400

Philadelphia, PA 19107

Or Email to info@readingterminalmarket.org

2) RTMC will review your submitted Application and Business Plan for feasibility and thoroughness. We may request additional documents or revisions for clarification.

3) RTMC will contact you to inform you whether we are proceeding with your application.

4) Application is proposed to RTMC Board of Directors for approval.

5) If the Board of Directors approves your application, lease terms will be negotiated.

6) Store designs have an extensive approval process, including acceptance by RTMC, City of Philadelphia Health Department, Licensing/Inspection and the Philadelphia Historical Commission. Please be mindful that this process may require additional steps.



Please complete all sections with as much detail as possible.

Date: _____

Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number (including area code): _____

Email Address: _____

Proposed Business Name: _____

Proposed Business Specialty: _____

Operational Needs (for example power, plumbing, venting requirements): _____

Range of Space Desired: _____

Applying for Commercial Space at Reading Terminal Market is competitive. This application and supporting documents will not be returned to the applicant.