

SEVENOAKS

SHOPPING CENTRE

Suite 201 - 32900 South Fraser Way, Abbotsford, BC V2S 5A1
sevenoaks@morguard.com Fax: 604-853-1778

Application for Community Booth

*** Please drop off completed application form to Guest Services (located next to Hudson's Bay) ***

Charity's Legal Name: _____

Charitable Registration Number: _____

Address: _____
Apt #/ Unit # _____ Street _____
City _____ Province _____ Postal Code _____

Contact Person: _____ Email Address: _____

Phone: (____) _____ - _____ Extension: _____

Fax: (____) _____ - _____ Cell: (____) _____ - _____

Type of Promotion/ Fundraiser: _____

Please list anything that will be sold: _____

Please indicate dates desired: Start: _____ End: _____
Month/Day/Year Month/Day/Year

Please indicate alternate dates: Start: _____ End: _____
(Should your first choice be unavailable) Month/Day/Year Month/Day/Year

PLEASE NOTE:

1. Community Booth is reserved for not-for-profit groups (with a registered charity number) who wish to promote their organization and raise awareness. Promotions must be free of political, racial, religious or socially offensive content.
2. Requests are considered on a first come, first serve basis, to a maximum of 4 user groups per month, and must be received at least 4 weeks in advance of your requested dates to be considered.
3. To help as many charitable groups as possible, the maximum booking is for one week bi-yearly. Bookings must be taken in consecutive days, and cannot be separated into individual days (i.e. spread out over several weekends).
4. Applicants must meet criteria for usage of the community booth at Sevenoaks Shopping Centre, and acceptance will be at the discretion of Sevenoaks Shopping Centre.
5. Copy of General Liability Insurance for \$5,000,000 naming **Sevenoaks S.C. Limited Partnership, 585562 B.C. Ltd., and Morguard Investments Limited** as additional insured must be submitted 1 week in advance of your booking.
6. Please ensure all sections of this application are filled out in full, and sign to acknowledge that you have read, understand and agree to abide to the Sevenoaks Shopping Centre Community Booth Rules & Regulations.

As agent for the owner of Sevenoaks Shopping Centre, Morguard Investment Limited ("Morguard") is committed to maintain the security and confidentiality of personal information with applicable privacy legislation and our Privacy Policy. By completing this form, you are consenting to Morguard collecting, using and disclosing your personal information in order to identify and communicate with you, for such other purposes as may be necessary in order to provide you with the products and /or services you have requested, and for any other purposes where you consent to authority and/or have obtained all necessary consents from any other individuals about whom you have disclosed personal information to Morguard in order to enable us to collect, use and disclose such personal information to fulfill the purposes described above. For further information regarding Morguard's personal information handling practices, please refer to Morguard's Privacy Policy at www.morguard.com.

OFFICE USE ONLY: APPROVED CONTRACT INSURANCE

Please review and sign the Community Booth Rules & Regulations section (pages 3 - 4) to complete your application.

Community Booth Rules & Regulations

HOURS OF OPERATION

Display must be manned during full mall hours during your booking. Regular mall hours are as follows:

Monday, Tuesday, & Saturday 9:30 am – 6:00 pm

Wednesday to Friday 9:30 am – 9:00 pm

Sunday & Holidays 11:00 am – 6:00 pm

*November/ December Holiday Hours vary. Please visit shopsevenoaks.com for up-to-date hours.

LOCATION/ SPACE

The Community Booth is located in the common area next to The Royal Bank. The mall will provide use of the community booth and two stools. Chairs or tables are not provided, nor permitted without prior written approval by the shopping centre. The booth has lockable cabinets. Please visit Guest Services (located near Hudson's Bay) to sign the keys out daily (they must be returned at the end of each day).

BASIC RULES

1. Set up and re-stocking of the display must be completed before mall hours. Takedown/ removal of display must be done when the mall is closed. All of the display must be removed from the premises on the last day of the rental period. Sevenoaks Shopping centre staff will not be available to help you with your display. If you require assistance, ensure you bring someone to help.
2. It is the responsibility of the exhibitor to keep the area clear of garbage at all times.
3. Absolutely no smoking, drinking or eating at the display.
4. No hand written signage or posters are permitted in the Centre. Signs must be computer or professionally printed and should be placed in plexi-glass holders. Flashing and neon signs/ lights are not permitted.
5. Absolutely no taping, pinning or adhering to properties of Sevenoaks Shopping Centre including the Community Booth.
6. Obstructions such as sandwich boards will need to be approved at the time of booking, failure to do so could result in refusal to allow free standing advertising.
7. All displays must be visually acceptable from all angles per the Landlord's approval.
8. Security is authorized to remove any banners or other signage that has not been approved by the landlord.
9. Solicitation of customers and passers-by is not permitted.
10. Sevenoaks Shopping Centre will not be responsible for any loss or damage to the display, or injuries sustained by staff while on the mall premises.
11. Any costs incurred due to damage caused by an exhibitor will be the responsibility of the exhibitor or their agent.
12. Prior to coming on site, any items for sale (raffle tickets, etc.) at the Community Booth must be approved by Sevenoaks Shopping Centre Management. Please list items on your application form.

VEHICLES

All vehicles placed inside the mall must be approved by Sevenoaks Shopping Centre management, and must:

- Be driven in very slowly with a guide person directing and Security must be called prior to bringing the vehicle in.
- Have a locking gas cap.
- Have a protective carpet under all wheels.
- Have battery cables disconnected.
- Have a spill pan or plastic sheet underneath the engine to catch all possible oil drips
- Be wiped off prior to entry into the mall.
- Have a set of keys left with Security.

(Please phone Security upon arrival 604-807-9377)

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SHOPPING CENTRE

INSURANCE REQUIREMENTS

Copy of General Liability Insurance for \$5,000,000 naming Sevenoaks S.C. Limited Partnership, 585562 B.C. Ltd., and Morguard Investments Limited as additional insured must be submitted 1 week in advance of your booking.

Should your organization not have appropriate insurance coverage, it can be purchased through our Short Term Liability Program. This must be arranged at the time of your booking.

FINAL STEPS

Upon receipt of your application, you will be contacted to verify if the dates you requested are available. If approved, you will be sent a contract. A signed copy of the contract must be returned, along with the required insurance documents no later than one week prior to your booking.

I hereby acknowledge that I have read, understood and agree to abide to the Sevenoaks Shopping Centre Community Booth Rules & Regulations.

Name (printed)

Signature

Date