

NON-PROFIT SPACE APPLICATION

Please read the following before you submit an application.

- Space must be requested **at least four weeks** before chosen dates.
- Confirmation of times and dates are not guaranteed until ALL documentation, including two copies of the signed and initialled agreement and insurance, is fully executed and a copy is forwarded to your attention. Your documentation must be received by Guildford Town Centre **a minimum ten days prior** to your requested dates.
- Displays must be open and staffed during all shopping centre hours: Monday through Saturday 10am to 9pm and Sundays and Holidays 10am to 6pm.
- Liability insurance is required.
- Non-profit locations are limited.
- All displays are subject to approval by GTC. The size restriction is approximately 10 feet (length) x 8 feet (width) x 6 feet (height). Displays must not exceed leased area.
- Display includes a maximum of two kiosks and two chairs.
- Non-profit locations are not available during November and December.**

If your application is accepted you will be notified of such within 3 weeks of submitting your application. The information on the application will be incorporated into the Temporary Occupancy License Agreement, which must be executed by Guildford Town Centre prior to your requested dates.

INSURANCE REQUIREMENTS

Please be advised that the Licensee, at their own expense, is to provide Licensor with a Certificate of Insurance for coverage limited of not less than two million dollars (\$2,000,000) for comprehensive commercial general liability insurance for bodily injury and property damage.

Licensee must obtain and maintain this insurance prior to and at all times during Term, inclusive of set-up and takedown times, of the Agreement. Licensee will provide Licensor with a Certificate of Insurance prior to commencement of Term of the Agreement. The following items are required on the Licensee's Certificate of Insurance:

Certificate Holder	Guildford Town Centre Limited Partnership
Additional Insured	Guildford Town Centre Limited Partnership 4239431 Canada Inc. Ivanhoé Cambridge Inc.
Description of Location	TBD when application is approved.
Commercial General Liability	\$2 million dollars coverage and all risk property insurance must be showing
Cancellation	30 days notice of cancellation

APPLICATION FORM

Please complete and submit this form by email to info@guildfordtowncentre.com
or by fax 604-585-4840.

Preferred Date(s): _____ to _____

Alternate Date(s): _____ to _____

Note, non- profit locations are not available during November and December.

Contact Name: _____ Position: _____

Telephone: _____ Email: _____

Charity/Group: _____

Legal Name: _____

Registered Charity Number: _____

Charity Address: _____

City: _____ Province: _____ Postal Code: _____

Name of Authorized Signing Officer for the Group: _____

Title of Authorized Signing Officer for the Group: _____

Please provide a description of the event/fundraiser:
