

Application for Community Booth

Date of Application: _____ Requested Booking Dates: _____

Name of Organization: _____

Registered Charity No./Non Profit Registration No.: _____

Complete Address: _____

Contact Person: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Fax: (_____) _____ - _____ Email: _____

Type of Fundraiser: _____

Will there be a vehicle or other type of display? If so, what type? _____

****Please read attachment if displaying a vehicle at the community booth**

Please list anything that will be sold: _____

The following must be on file in the Administration Office 2 weeks prior to reserved dates:

- *Copy of Liability Insurance for **\$3,000,000** naming both "HOOPP Realty Ltd." and "Morguard Investments Ltd." as additional insured.*
-

- ◆ In an effort to promote a professional environment to our shoppers, our tenants and any temporary and non-profit contracts are required to follow the guidelines set out by the Landlord.
- ◆ Applicant is responsible for all promotional equipment including: assembling, dismantling and storing of display equipment. Any vehicle or floor displays must be brought in before or after mall operating hours.
- ◆ Booth must be manned during all of the hours that the shopping centre is open.
- ◆ The booth must be left in a clean condition after each use with all garbage, posters, etc being removed from the location.
- ◆ All signage must be professionally produced or computer generated. Mall management should approve signage in advance. Please send sample in advance.
- ◆ A 22x28 inch sign holder is available to use for posters or signs.
- ◆ The use of tape is not permitted to hang posters or signs on the booth. Mounting putty may be used for hanging posters or signs.
- ◆ The Northgate Shopping Centre, its owners and managers, are not responsible in any way for any loss or damage to displays.
- ◆ Use of professional fundraisers or paid ticket sellers constitutes a commercial venture to which commercial rates apply.
- ◆ All crafts are subject to the pre-approval of mall management and must not be identical to those that are available in any mall stores. Crafts must be locally made items; manufactured goods may not be re-sold at craft sales.
- ◆ Northgate Shopping Centre reserves the right to decline any application for promotional space and/or discontinue any display on premises.
- ◆ Soliciting and approaching customers at Northgate Shopping Centre is not permitted. Customers in the mall must approach the booth for information.
- ◆ Non-profit bookings will not be accepted between November 1- December 31.

I have read and understood the above rules and regulations.

Applicant Signature: _____

**RULES AND REGULATIONS FOR DISPLAYING A VEHICLE
AT THE COMMUNITY BOOTH**

Please ensure all car batteries are disconnected following your arrival at Northgate's Community Booth.

If displaying a vehicle the applicant agrees to abide by the following:

- A) *Protection of the floor of the Centre underneath the tires is mandatory and is the sole responsibility of the applicant;*
- B) *Before entering the enclosed mall, the vehicle, particularly the tires, must be thoroughly clean. At all times that the vehicle is within or on display in the Centre, the applicant shall ensure that the vehicle is kept clean;*
- C) *The vehicle is to be placed in neutral and pushed to the appropriate location in the enclosed mall of the Centre. This must be performed and completed by the applicant;*
- D) *Once the vehicle has been positioned, battery power to the vehicle is to be disconnected. The vehicle is to be placed in park with the parking brake engaged at all times. This work must be performed and completed by the applicant;*
- E) *It is mandatory that the vehicle be equipped with a locking gas tank cap and that the vehicle have no more than ¼ tank of gas;*
- F) *One set of keys for the vehicle is to be left with the Centre's Security/Maintenance personnel;*
- G) *All vehicles must be brought into and taken out of the Centre during days and hours as determined by the landlord;*
- H) *Tire dressings, protectants, waxes or polishes are not to be applied to any vehicle while within or on display in the Centre;*
- I) *All vehicles on display must be in excellent mechanical condition, free of oil and fluid leaks, etc.;*
- J) *The landlord reserves the right, at its sole discretion, to remove vehicles from the Centre community booth at any time.*