

NON-PROFIT/CHARITABLE/COMMUNITY EVENTS GUIDELINES

Due to the great number of requests from non-profit, charitable and community organizations to use Carlingwood Shopping Centre premises to promote their organizations and/or coming special events, we have modified our rules and regulations with respect to dealing with these groups.

PLEASE READ CAREFULLY.

(NOTE: ALL GROUPS REQUESTING USE OF SPACE MUST COMPLETE AN APPLICATION FORM).

The value of having a space where the community shops every week cannot be underestimated many work hours and dollars have been invested in making Carlingwood what it is today, a safe and comfortable community shopping centre.

The value for you to build an appealing display of high standards that attracts people will give your efforts a high return.

RULES AND REGULATIONS:

- (1) Only charitable and non-profit organizations and/or recognized community service groups working on behalf of charitable or non-profit organizations shall be permitted to use Carlingwood Shopping Centre premises without charge to promote their organization and/or coming special event(s). (You will be required to supply your non-profit or charitable organization registration number on the application form.)
- (2) School fundraisers are acceptable; however, the event must be a school-sanctioned event. You are responsible for notifying your school's administration and the appropriate School Board officials.
- (3) Every organization must submit an **application form at least two (2) weeks** in advance of the date(s) being requested.
- (4) Requests for use of parking lot for special events must follow these same procedures.

Community booking requests will be handled on a first-come, first-served basis, and not based on the date(s) being requested. Please allow two (2) business days for your application form to be reviewed and for the Specialty Leasing Coordinator to contact you. (Note: A *certificate of insurance with a minimum liability of \$2,000,000* must be in place and received by the Specialty Leasing Coordinator at least two (2) days prior to set-up.)

- (5) Community groups setting up a display in the mall are responsible for the security of the display at all times and are expected to man the display during **full mall hours**.

MALL HOURS: Monday - Saturday 9:30am – 9:00pm
 Sunday 10:00am – 6:00pm

- (6) Set up is to be **completed** a ½ hour before the mall opens in the morning and take down is to be done after the mall closes in the evening. **No set up or take down is to be done during regular mall hours.**
- (7) Community groups setting up a display in the mall may bring in or make arrangements for, up to one (1) skirted table and two (2) chairs only. Card tables and lawn chairs are not allowed. Should your table not meet our requirements, you may rent a table with covering from Carlingwood administration for a fee of \$30.00 plus HST per term.
- (8) Ensure the feet of all display material are adequately covered to protect the mall floor from damage. Benches, planters or waste receptacles must not be moved without prior authorization from Carlingwood Administration and will be moved by Carlingwood Administration.
- (9) Each request will be examined individually to determine whether the proposed activity is in conflict with Carlingwood Shopping Centre tenant activity.
- (10) You will receive a telephone call and/or e-mail confirmation from the Specialty Leasing Coordinator to notify you of whether your request has been granted or denied as soon as possible. Or you may follow-up on your request by calling 613-725-1551 x 221, (please allow two (2) business days from date of submission).
- (11) If your request is granted, you will need to contact your insurance company to have a certificate of liability insurance (**min. \$2,000,000**) prepared to cover your event. The Certificate **must** name, Carlingwood Shopping Centre, **20 VIC Management Inc.**, and OPB Realty Inc., as **certificate holder and additional insured**. (NOTE: This certificate **must** be given to mall management one (1) week **before** the booking date, or your community booking will not be processed.)
- (12) If your organization is holding a draw and selling raffle tickets, a copy of your lottery license **must** accompany your contract and be given to mall management one (1) week **before** the booking date, or your community booking will not be processed.
- (13) If your request is granted, please communicate with us at **613-725-1551 x 221** following your event with details of dollars raised, tickets sold, or whatever the measure of success is for your event. These details may be used in future Carlingwood newsletters and information sheets.

- (14) All electrical wire or cords will be connected to existing floor outlets to prevent trip hazards. In a case where this is not possible, all cords must be covered by professional cord covers on the floor from the outlet used to the display area and will not cross high traffic areas. (No tape is allowed on mall tiles or carpet.)
- (15) All signage must be professional in appearance. Hand written signs are not permitted.
- (16) The Landlord reserves the right to enforce a **4.5' (four and a half feet)** height restriction on display boards/booths.
- (17) No signs or decorations should be taped to Mall columns or structures.
- (18) No helium tanks or open flames (i.e. candles) are permitted in the mall.
- (19) Any User using audiovisual equipment must keep the volume at an acceptable level at all times.
- (20) There is to be no soliciting by an exhibitor to a mall shopper. All exhibitors are to remain in their seats at their booth and allow a shopper to approach them at their own free will.
- (21) There is to be no undue accumulation of garbage, trash, rubbish or other refuse in the assigned area. The User agrees to have such garbage, trash, rubbish or other refuse securely tied in garbage bags and placed in garbage bins. Garbage disposal is the responsibility of the User.
- (22) The mall prohibits exhibitors from standing in entranceways unless permission is given in writing.
- (23) Mall management reserves the right to prior approval of any message, advertisement, or presentation that is brought in, and reserves the right to request the displayer discontinue use of any materials.
- (24) Once mall space is booked, it may not be re-assigned and/or transferred by the displayer.
- (25) No eating or drinking is permitted within the area or in the general area.
- (26) The User's volunteers/personnel must operate in a professional manner with courtesy to all customers, retailers, Carlingwood Shopping Centre and 20 VIC Management staff. Volunteers and personnel must be neat in appearance with appropriate attire (no jeans or sloppy attire). The User will ensure that the display is staffed at all times.
- (27) A competent, responsible adult must be designated as on-site supervisor and will at all times be in direct control of the activity. Identity and contact information (cell phone telephone number) of this person must be made known to the Mall Management Office prior to commencement of activity.

- (28) The mall may cancel the contract of Temporary Occupancy at any time without prior notice. The displayer must cease operations immediately upon cancellation of a contract.
- (29) The mall may at any time relocate a displayer within the shopping centre without advance notice.
- (30) When bringing vehicles into the mall, the completion of an additional form is required to make the contract valid.

***Failure to comply with the above rules and regulations will result in the contract being void.