

## Non-Profit Space Use Agreement

### *Including Required Insurance Coverage*

Thank you for enquiring about non-profit space at Tsawwassen Town Centre Mall. All Non-Profit & Charitable Organizations are invited to use space at Tsawwassen Town Centre Mall FREE of charge provided the following: Please complete these 2 forms in their entirety & return with the **REQUIRED** Insurance Documentation a minimum of 2 days before booked usage dates. **Space WILL NOT be reserved without the return of these documents.**

Today's Date: \_\_\_\_\_

Non-Profit Organization Name: \_\_\_\_\_

Non-Profit or Charitable Registration #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Number (Daytime): \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Date(s) you request space: Please call to confirm availability \_\_\_\_\_

What will you be using the space for? Please provide as many details as possible (i.e. Setting up a display and selling raffle tickets for a fundraising event, selling cookies, recruiting club members etc.)

### Insurance:

We require a copy of your insurance coverage **each time you book space**. The insurance documents must include: Public liability, third party liability and property damage in connection with the use of the area for no less than \$1,000,000.00. **The documents must list Tsawwassen Town Centre Mall & Century Group Lands Corporation as additional insured.** Please note that most non-profit groups carry umbrella coverage for such use. Please contact **your** head office or insurance carrier directly for more information on obtaining these documents.

If there are any questions regarding this agreement, please call Simmon Griffiths, Property Manager at 604-943-1735 or [Simongriffiths@CenturyGroup.ca](mailto:Simongriffiths@CenturyGroup.ca)

### Landlord Contact Information:

**Tsawwassen Town Centre Mall is owned and operated by: Century Group Lands Corporation (the 'Landlord')**

Promotions Office  
Contact: Simon Griffiths- Promotions  
Manager Phone: 604-943-1735

1299A-56<sup>th</sup> Street, Delta, B.C.

Century Group  
Phone: 604-943-2203

Anvil Centre, 11 Eighth St 10th Floor, New  
Westminster, BC V3M 3N7

# Non-Profit Space Use Agreement

## Page 2 - Rules & Regulations:

- 1) **No Soliciting:** Exhibitors may not ask or approach customers or mall staff or other persons for donations / support etc. Audiences MUST FIRST APPROACH YOU for enquiries.
- 2) **Area Of Use:** Space is limited to the area agreed upon. 1 Table and 2 chairs will be provided unless prior arrangements have been made through the Promotions Office. Power is not supplied unless specifically requested (Power access is limited to certain areas). IF power is used, all extension cords must be under the exhibitors table or display. Cords may not cross a customers path. The mall does not loan extension cords. No POP-UP display may be over 6' in height as it blocks the signage of our merchants. Special exceptions may be approved through the Promotions Office.
- 3) **License/Permits:** The Exhibitor must obtain at their own expense any or all permits, insurance, licenses, or other required by any applicable governing authority.
- 4) **Hours Of Operation:** A representative from your organization must be with your display (or table) at all times. Hours are as follows: Monday – Saturday 9:30am – 6:00pm, Sundays & Holidays 12:00 – 5:00pm.
- 5) **Professionalism & Courtesy:** A responsible adult must be present during all display times. As you are representing your organization as well as Tsawwassen Town Centre Mall, the utmost in professionalism is appreciated. All debris, cartons, boxes etc. must be kept out of sight during display times. Upon take down, the area must be in the same condition of cleanliness it was provided in. All sweeping, garbage removal etc. is the responsibility of the user.
- 6) **Parking:** All display attendees must park in staff parking. This is the outer perimeter of the centre, as far from the mall entrance doors as possible.
- 7) **Posting of Bulletins:** Please DO NOT tape, attach or place bulletins, flyers or signage to any area of Tsawwassen Town Centre Mall – excluding the community board located near Precision Eyecare. All signage and bulletins must be tasteful & professional in appearance.
- 8) **Terms of Use:** Groups may not sell, give away, promote, advertise etc. any products or services that are not detailed in full on the front portion of this form. Tsawwassen Town Centre prohibits any activity that may be in direct competition with our permanent merchants.
- 9) **Liability And Release:** CENTURY GROUP LANDS CORPORATION AND TSAWWASSEN TOWN CENTRE MALL shall not be liable, directly or indirectly, for any loss or damage to any property of the Exhibitor, whether such loss is attributable to the negligent acts or omissions of the Landlord or Exhibitor, and no matter what the cause of such loss or damage is, including but not limited to; earthquake, fire, explosion, water, wind, theft, rodent, excessive heat, or any other cause whatsoever. The Exhibitor agrees to indemnify the Landlord for all damages, costs, claims and expenses arising from the Exhibitor's use of the area and while they are on the property.
- 10) **Violations:** This agreement may be terminated at anytime, without prior notice, by the Landlord should violations to these rules & regulations arise.

**Please sign below ONLY if you have read, understand and have communicated this information to the people that will be present during the use of space.**

Exhibitor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

Date: \_\_\_\_\_