

## Request for a Community Kiosk, Table or Vacant Unit

Thank you for your interest in a short-term/temporary lease of a kiosk/space in our Shopping Centre. Our kiosks/spaces for non-profit groups are available rent-free all year. Please note, however, during the period: January 1 – October 31 - we allow a maximum of two non-profit groups per day; November 1 – December 31 - we only allow one non-profit group per day per month. You may check availability on the “What’s Happening...” calendar on both our [website](#) and FaceBook page.

Legal Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Name Operating As: \_\_\_\_\_

The group/organization is: ☐ Non-profit ☐ Business ☐ Unsure

Non-Profit/Business #: \_\_\_\_\_  
(A non-profit group is considered to be a registered charitable organization, elementary, junior or senior high school, church group or non-commercial entity.)

The group/organization would like to request the following date(s) or date range(s):

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Specific Date(s): \_\_\_\_\_  
(List any non-consecutive dates here.)

Type of Activity: ☐ Ticket Sale (please identify ticket items below) ☐ Craft Sale ☐ Bake Sale  
☐ Information Display ☐ Other (please enter below)

Lottery License #: \_\_\_\_\_

A Certificate of Insurance (minimum \$5,000,000 commercial general liability) with additional insured ☐ Yes ☐ No listed as outlined on the Certificate of Insurance sheet. This will be requested and provided?

For a kiosk, two (2) chairs are provided. A limited number of additional tables and/or chairs may be available. For this activity, the following would be preferred (quantity):

\_\_\_\_\_ 6' table(s) \_\_\_\_\_ 8' table(s) \_\_\_\_\_ Chair(s)

Is access to power required? ☐ Yes ☐ No

Additional Requirement(s)/Note(s): \_\_\_\_\_

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

Phone #: ☐ Home ☐ Cell ☐ Work \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: ☐ Home ☐ Work \_\_\_\_\_

Preferred Contact Method: ☐ Email ☐ Phone ☐ Fax