

INSPIRED **EVERYDAY**

NON-PROFIT LEASING

Billings Bridge Shopping Centre supports and contributes to many charitable organizations in the community and helps non-profit organizations looking to fundraise or increase awareness.

As part of this initiative, Billings Bridge Shopping Centre provides the non-profit groups complimentary space for displays and fundraising. We enjoy being part of the community and are proud to support local charities by having them at our centre.

HOURS OF OPERATION OF BILLINGS BRIDGE SHOPPING CENTRE:

Monday – Friday 9:30am – 9:00pm
Saturday 9:30am – 6:00pm
Sunday - 11:00am – 5:00pm

STEP 1 - NON-PROFIT LEASING PROGRAM

This is a fantastic opportunity to build charity awareness and fundraise. In order to make sure that we can accommodate your request the following procedure must be followed:

- All requests must be in writing, on the charity's letter-head with the charity's number, and accompanied by the attached application.
- All applications must be received with one (1) month's written notice.
- Once the application has been received we will review and prepare the License Agreement.
- A License Agreement and Insurance are required prior to your organization coming onsite. The License Agreement will be of no cost to you and we will provide you with a copy within 7 business days of approving your application.

As Billings Bridge Shopping Centre receives multiple requests throughout the year, availability is on a first come first serve basis.

Billings Bridge Shopping Centre requires a Certificate of Insurance for all groups coming into the shopping centre. This will be at the sole cost and expense of the of the charitable organization.

Once we've accepted your application and confirmed the space/dates requested, you will be require to contact your insurance broker. Billings Bridge Shopping Centre requires a comprehensive insurance policy of not less than Five Million Dollars (\$5,000,000) for bodily injury to any one or more Persons, or property damage including the following as additional insured parties:

20VIC Management Inc. & Capital City Shopping Centre Limited.

For additional information on this opportunity, please fill out the Non-Profit Application Form on the following page and send through to:

Nathalie Lavergne, Marketing & Specialty Leasing Manager
nlavergne@20vic.com or fax: 613.733.7233

THIS IS AN APPLICATION ONLY AND DOES NOT CONSTITUTE AN AGREEMENT.
UPON ACCEPTANCE AN AGREEMENT WILL BE SENT TO YOU.
A SIGNED AGREEMENT AND VALID INSURANCE CERTIFICATE WILL CONFIRM YOUR BOOKING.

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NON-PROFIT SPECIALTY LEASING APPLICATION FORM

CHARITY NAME: _____

(Please provide a written request with this application must be on letterhead.)

CHARITY NUMBER: _____

CONTACT INFORMATION (PLEASE PRINT):

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

CITY: _____

PROVINCE: _____

PHONE: _____

WEBSITE: _____

CHARITY DESCRIPTION: _____

EVENT DETAILS: _____

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DURATION/ DATES OF TIME YOU ARE INTERESTED IN LEASING: _____

HAS YOUR GROUP SETUP AT BILLINGS BRIDGE SHOPPING CENTRE IN THE PAST?

_____ YES _____ NO

IS CONTACT PERSON ABLE TO SIGN AGREEMENT ON CHARITY'S BEHALF?

_____ YES _____ NO

IF NO, PLEASE PROVIDE US WITH INFORMATION OF ADDITIONAL PERSON ASSIGNED AS SIGNING AUTHORITY:

_____ TITLE: _____

***Depending on the scale of event (we may require additional security on site. The cost for extra security will be charged back to the group. We will assess security requirements in advance and will provide this information to the group prior to confirming/finalizing the TOA.*

PLEASE CHECK WHAT TYPE SPACE YOU WOULD REQUIRE

_____ PARKING LOT _____ TABLE _____ DISPLAY

(Please include images of any display materials, signs, booths etc. with your application)

REQUIRED FROM US:

_____ ONE TABLE _____ CHAIRS (1 - 2 OR 3) _____ TABLE CLOTHE _____ RMU

**Please note that you must be installed before 9:00am the day of the event and must tear down at the closing of the Mall unless specified otherwise.*

You must also be present during the ALL Mall Hours.