



Community and Non-Profit Event Display Space Request Package

Thank you for your request for community/non-profit display space in Intercity Shopping Centre. Please note that display space is administered on a first-come, first-served basis and subject to availability. Please provide as much lead-time as possible. Space may be cancelled or rescheduled at the discretion of the Marketing Director and or their representatives.

The completed package must be returned to the Customer Service Centre with appropriate administration fees and insurance prior to the requested date.

The Display Space Request Package includes:

1. **COMMUNITY/NON-PROFIT EVENT CONTRACT:** Please ensure that all requests for information are completed.
2. **LIABILITY INSURANCE CERTIFICATE:** This form is mandatory. No group will be permitted in Intercity without the appropriate proof of insurance. Please forward the Liability Insurance Certificate to your insurance agent for completion.
3. **FUNDRAISING MONIES REPORT:** This form is to be completed if your group engaged in sales for fundraising purposes. Please return to the Customer Service Centre or fax to (807) 628-8801 within one week following your visit. Groups will be denied future visits if there is a failure to report fundraising monies.

ADMINISTRATION FEE: There is a \$20 non-refundable administration fee for each visit. An extra fee applies for any additional tables. The fee for bringing in any type of vehicle is \$40. All vehicles must be brought in the night before your scheduled visit. Please make cheques payable to: Redcliff Realty Management Inc. - Intercity Centre Holdings Inc. (Cheques must accompany Request Package). The fee must be included when the complete package is returned to Customer Service.

LENGTH OF STAY: A group can apply twice a year for a minimum visit of three days and a maximum visit of seven days. Due to the busy holiday season in November and December, groups are not hosted.

WHAT'S PROVIDED: Intercity will provide one skirted table. Each group must bring in chairs. Activities other than those indicated on the contract (i.e. radio remote broadcast, musicians, photographers) are not permitted unless approved by administration and the proper insurance is obtained.

APPROVAL PROCESS: The Marketing Director or their representatives has final approval of all requests. Confirmation will be made by the Customer Service Centre once all documentation is received and approved by the Marketing Director or their representatives.

WHERE TO SUBMIT: Please submit completed package with appropriate administration fees in person, Monday to Friday, 10 am to 5 pm, to the Customer Service Centre at the Fort William Road main entrance.

All community and non-profit displays etc. must be manned mall hours which are as follows:

Open Monday to Friday, 9:30am - 9pm
Saturday 9:30am - 6pm, Sunday 12 noon - 5pm



Community/Non-Profit Event Contract

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____

Authorized Rep: _____

Charitable #: _____ Lottery License #: _____

Location of Display: _____

Dates Requested: From: _____ To: _____

(Intercity reserves the right to reschedule dates, times and /or location of any activity permitted.)

Purpose & Description of Display *(Details of usage):*

Display Setup And Requirements *(Please check if required.):*

1. Table required? Yes No

(Note: An additional fee of \$10 per table will apply if more than one table is requested.)

2. Electricity required? Yes No

3. Will there be audio or video presentations? Yes No

If yes, describe: _____

4. Will you be distributing literature? Yes No

Attach samples.

5. Will your visit to Intercity be publicized? Yes No

If yes, describe: _____

6. Will you be bringing in a vehicle? Yes No

(See rules & regulations re: vehicles.)

7. Will there be any other organization or business participating in accordance with the terms noted herein at any time throughout the dates requested?

(i.e. Radio remote broadcast, musicians, photographers) Yes No

Redcliff Realty Management Inc. Internal use only:

Permit Granted:

Signature: _____ Date: _____

Marketing Director



Release & Indemnity

In consideration of the granting of permission to use any area forming part of Intercity Shopping Centre ("Premises") on _____ for the sole purpose of _____, and such further and other consideration (the receipt and sufficiency of which is hereby acknowledged),

_____ the "Releasor") does hereby remise, release, and forever discharge **Redcliff Realty Management Inc., Redcliff Realty Advisors Inc., and Intercity Centre Holdings Inc.** and their directors, officers, shareholders, employees, servants, and agents (collectively the "Releasees") and each of them from and against any and all losses, claims, actions, damages, costs, liabilities, expenses and demands whatsoever (collectively the "Claims") for death, bodily injury, personal injury, damage or loss to property, including property damage to Premises, and any other loss or injury, including without limitation, economic loss or consequential damages (collectively "Damages"), suffered or incurred by the undersigned arising howsoever from in connection with or out of the use of said Premises.

It is hereby agreed that the Releasor shall indemnify and save harmless the Releasees from and against any and all Claims and all Damages arising from the permission granted herein. It is further understood and agreed that no equipment and/or machinery will be brought onto the Premises without the prior expressed consent in writing of Redcliff Realty Management Inc.

The Releasor further agrees to provide evidence of insurance that confirms the interest of Releasees as Additional Insureds under its Commercial General Liability Insurance policy. Such evidence of insurance will be provided to Redcliff Realty Management Inc. prior to the use of the Premises.

The undersigned, on behalf of Releasor, has read, fully understands, and agrees to the terms of this Release and Indemnity and has been provided the opportunity to seek independent legal advice prior to signing this Release and Indemnity.

The Releasor acknowledges and agrees that this Release and Indemnity shall be binding on _____ and its successors and assigns.

Authorized Representative's Name & Title – Please print.

(I have the authority to sign on behalf of the organization and bind the organization to this Release and Indemnity)

Authorized Representative's Signature

Organization Name & Address

Charitable Registration #/Lottery License #

Date: _____

Month/Day/Year

Rules & Regulations

1. The person or organization to which a permit for non-commercial activities at Intercity Shopping Centre is issued (*known as "the Permittee"*) will obtain at his expense all permits and licenses required by any government authority as well as a permit from the Intercity Shopping Centre.
2. The Permittee will obtain any insurance coverage required under the terms of the permit application.
3. The Permittee has no right whatsoever to assign this permit to any other party.
4. Number of personnel manning a table will be limited to a maximum of two people at a time.
5. A responsible adult will be designated as on-site supervisor and will at all times be in direct control of the activity and the identity of this person will be made known to the Mall Management Office prior to commencement of activity.
6. Canvassers will remain in the area designated and will not canvass elsewhere in the Shopping Centre; customers will not be approached, solicited or in any way embarrassed by canvassers.
7. **Intercity Shopping Centre reserves the absolute right to cancel this permit at its sole discretion at any time without prior notice or warning. The Permittee disclaims any recourse in the event of such cancellation and agrees to cease operations immediately upon being so directed by the Mall Manager or his representative.**
8. The Permittee undertakes to abide by all applicable government regulations and conduct its affairs in strict conformity with the law and in such a manner as not to bring any disrepute on Intercity Shopping Centre or in any way offend, annoy, or interfere with Intercity Shopping Centre's employees, customers or merchants.
9. The use of megaphones, audio equipment, flashing lights or any other appliances or apparatus, which might tend to annoy the public, is strictly forbidden.
10. The backs of displays must be aesthetically appealing and all cartons and extension cords are to be kept out-of-sight beneath draped tables or hidden inside the walls of the display. Tables must be draped to the floor on all four sides.
11. Displays must be **no higher than 7-feet**. Display units, which exceed 7', will not be permitted.
12. The Permittee will not affix advertising or promotional signs or material to any trees or surfaces in any manner without prior consent of Intercity Shopping Centre.
13. No hand-made signs permitted on display. All advertising or promotional materials must be professionally produced and meet with the approval of Shopping Centre management
14. Organizations requesting permit must supply their own A.V. equipment if required. In addition, your booth, exhibit or space must be kept clean at all times. Any garbage or debris must be taken to the various disposal areas. Cleanup must be undertaken by the undersigned at the end of said term.
15. Any vehicle must be brought into the Mall Monday evening after Shopping Centre hours and removed the following Monday after close. All vehicles must adhere to bylaws of the City of Thunder Bay Fire Department. Once in place, vehicles may not be moved without permission from the Administration and/or Security. Automobiles and similar vehicles:
 - Must be equipped with oil drip pans; tire pads and a safety gas cap
 - Must have tanks only 1/4 full or less to be permitted in the Centre
 - Must be wiped dry and wiped clean before entering the Centre.



- Must have protective wheel pads placed under each wheel
 - Must have a grease/oil resistant pad placed under the chassis
 - Must have alarm and/or battery disconnected while on display
16. Automobile displays must provide the licenser with keys for the vehicle(s) for the duration of the licensee term.
 17. **Set up and take down of display must occur before or after mall hours, unless otherwise arranged.**
 18. Proper business attire (*i.e. clean, neat*) is required of outside organizations while they are in the shopping Centre.
 19. Intercity Shopping Centre reserves the right to reschedule dates, times or location of any activity permitted.
 20. An organization will be allowed in the Centre no more than twice per year, availability permitting.
 21. No sales of merchandise or service(s) are permitted by any exhibitor unless specifically approved by Intercity Shopping Centre Administration.
 22. Smoking is strictly forbidden in Intercity Shopping Centre.
 23. **FIRE REGULATIONS:** No open fires or flammable display material (*i.e. straw, wood, etc.*) is permitted.
 24. **No helium or propane tanks permitted under any circumstances.**
 25. **MALL PILLARS:** Positively no signs, posters, stickers, chains, props, etc. are to be attached to mall pillars.
 26. **MALL FLOOR:** The mall floor surrounding the displays must be kept clear of boxes, supplies, etc. at all times. All material pertaining to any exhibit must be kept within the booth or table area.
 27. **PERSONNEL:** Please be advised that personnel, while on duty, should refrain from smoking, eating or drinking. Exhibitors are responsible for staffing booth with knowledgeable personnel during regular shopping hours. Business attire is mandatory.
 28. **MALL FIXTURES:** Under no circumstances will mall fixtures (benches, trash cans, plants, etc.) be used or moved by exhibitors.
 29. **BALLOONS:** Only air-filled balloons may be used in the mall. No helium allowed. Air tanks must be locked to a proper stand or they will not be allowed on the mall as per our fire regulations.
 30. **STORAGE:** Intercity Shopping Centre does not provide storage. Valuables such as projectors may be stored overnight in lockers. Please note that all merchandise or items of value must be removed from the Mall each evening or stored in lockers. We do not provide extra security for mall exhibits.
 31. **RESTRICTIONS:** Exhibits that display programs of a controversial, political, and/or religious nature are strictly prohibited.
 32. Exhibitors may **not** stop or park their vehicles on the sidewalks and the pedestrian entrance areas of Intercity Shopping Centre to unload and/or load any part of their exhibit.



REDCLIFF

REALTY MANAGEMENT INC.

Liability Insurance Certificate (Min. of \$5 million coverage per occurrence required)

To be completed only by the Insurer or his Authorized Representative
Proof of Insurance will be accepted on this form only without Amendments

1. Name of Insured:		2. Address of Insured:		
3. Operations of the insured for which certificate is issued at:				
A. Insuring Company	B. Policy Numbers	C. Limits of Liability Bodily Injury & Property Damage Inclusive	D. Effective Date	E. Expiry Date
		Excess Liability (If applicable) Inclusive		
4. Provisions of Amendments or Endorsements of Listed Policy(ies)				
<p>A. Comprehensive General Liability is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability, Tenant's Legal Liability, Severability of Interests and Cross Liability Clauses.</p> <p>B. The Comprehensive General Liability policy is in the name of the Insured Tenant and as Additional Insureds (only with respect to liability arising out of the operations of the Named Insured for which an agreement has been issued) Redcliff Realty Management Inc. and Intercity Centre Holdings Inc.</p> <p>C. Any coverage so afforded shall not be invalidated as respects the interest of such Additional Insureds by reason of breach or violation of any warranties, representations, declarations or conditions contained in the policies and shall apply only as primary and not excess to any other insurance available to such Additional Insured.</p> <p>D. This is to certify that policies of insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. If cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice by registered mail will be given by the Insurer(s) to:</p> <p>Intercity Centre Holdings Inc. / Redcliff Realty Management Inc. 1000 Fort William Road, Ste 203, Box 3, Thunder Bay, Ontario, P7B 6B9 Attn: Customer Service Centre</p>				

Certification

This is to certify that the Insurance is in effect as stated in this Certificate and to confirm the authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown in Item 3(e) unless notice is given in writing in accordance with Item 5(d).

Broker's Name

Account Representative (Print Name)

Address

Date

Telephone Number

Signature and Stamp of Insurer



Fundraising Monies Report

Name of Organization: _____

Contact Person: _____

Phone: _____ Fax: _____

Location in Mall: _____ Event Dates: _____

Sales per day: (example 100 tickets @\$5.00 = \$500.00):

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total:		

I hereby certify that the above figures are true and correct.

Name (please print): _____

Signature: _____

Date: _____

Please bring the completed form to the Customer Service Centre or fax it to (807) 628-8801.