

Westbrook Mall

TEMPORARY OCCUPANCY RULES AND REGULATIONS

Due to the great number of requests from community organizations to use the Westbrook Mall 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 Westbrook Mall space must complete an **Application Form**).

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 Westbrook Mall 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 1 month** in advance of the date(s) being requested. Forms are available online at www.Westbrookmall.com or at the customer service desk.
4. Bookings by any one group or organization will be limited to two times per year and to not more than 3 consecutive days, per booking.
5. Requests for use of parking lot for special events must follow these same procedures.
6. Car washes and "barbecue fundraisers" are not permitted.
7. Community booking requests will be handled on a first-come, first-served basis, and not based on the date(s) being requested. Please allow 2 weeks for your application form to be reviewed and for the Bookings Manager to contact you. (Note: A *certificate of insurance with a minimum liability of \$2,000,000* must be in place at least **1 week** to set-up.)

Permission to use one of the promotional areas will be granted based on availability. There is only one area, the desk by the Family Park, is used for community bookings. All other areas are used for in-house promotions only, unless otherwise arranged with mall management.

8. 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 are as follows: **Monday – Friday, 10am – 9pm, Saturday 10am – 5:30pm, Sunday and Holiday's, 12noon – 5pm.** Set up is to be completed 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.**

9. Each request will be examined individually to determine whether the proposed activity is in conflict with Westbrook Mall's tenant activity.
10. You will receive a telephone call and/or e-mail confirmation from the Marketing & Specialty Leasing Director 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 403-273-4000 (please allow two weeks 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, "**20 VIC Management Inc., and Capital City Shopping Centres Limited**" as **certificate holder and additional insured**. (NOTE: This certificate **must** be given to mall management **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 **1 week before** the booking date, or your community booking will not be processed.
13. All electrical cords must be taped to the floor.
14. All signage must be professional in appearance. Hand written signs are not permitted.
15. The Landlord reserves the right to enforce a **5 feet** height restriction on display boards/booths.
16. No signs or decorations should be taped to Mall columns or structures.
17. No helium tanks or open flames (i.e. candles) are permitted in the mall.
18. Any User using audiovisual equipment must keep the volume at an acceptable level at all times.
19. 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.
20. 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.
21. The mall prohibits exhibitors from standing in entranceways unless permission is given in writing.
22. 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.

23. Once mall space is booked, it may not be re-assigned and/or transferred by the displayer.
24. No eating or drinking is permitted within the area or in the general area.
25. The User's volunteers/personnel must operate in a professional manner with courtesy to all customers, retailers and the Westbrook Mall 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.
26. A competent, responsible adult must be designated as on-site supervisor and will at all times be in direct control of the activity. Identity of this person must be made known to the Mall Management Office prior to commencement of activity.
27. 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.
28. The mall may at any time relocate a displayer within the shopping centre without advance notice.
29. Where applicable, the displayer must provide a fire certificate or permit for combustible items brought into the mall. Also, when bringing vehicles into the mall, the completion of an additional form is required to make the contract valid.
30. **Further, the User agrees to provide 20 VIC Management Inc. with a statement of the amount of proceeds raised within three (3) business days of vacating the Shopping Centre.** 20 VIC Management Inc. shall not use any statement, or information acquired hereunder except for internal purposes, or except if a court or other governmental authority shall otherwise order the divulgence of such information.

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