



RE/MAX[®]

Community
Centre

@

West Edmonton Mall

Booking Agreement

Group/Individual Organizing Event: _____

On Behalf Of (charity/non-profit): _____

Charity/Non-profit Business Number: _____

Contact Person: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Website: _____

Event Name: _____

Start Date: End Date: _____

Are your dates flexible? If so, what is your second choice? _____

Event Description: _____

Event Revenue/ Promotional Goals: _____

Terms and Conditions

The undersigned must agree to carry out the fundraising event under the following conditions:

1. Charities must be listed on the Canadian Revenue Agency's Charity Listing and all fundraising activities must meet the guidelines set out by the Canadian Revenue Agency's Fundraising by Registered Charities Guidance. <http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/fndrsng-eng.html>
2. West Edmonton Mall (WEM) assumes no legal or financial liability associated with the event.
3. This document must be signed by a member of the charity in which you wish to donate to. This member must have signing authorities for third-party fundraising matters.

4. The third party must obtain all necessary permits, licenses, permissions, and other approvals prior to their event.

The third party must obtain third party liability insurance naming West Edmonton Mall Properties and West Edmonton Mall Promotions as additionally insured.

5. WEM must authorize use of its name and/or logo in promotional materials before its use.

6. WEM is not responsible for any injury or damage to persons or property that may occur during the event.

7. The third party must abide by and observe all applicable laws, rules, regulations and ordinances of government authorities.

8. The third party is not allowed to promote sponsors or partners unless pre-approved by WEM.

9. 100% of proceeds from the fundraising event must be paid directly to the charity in which you are representing. The represented charity is acknowledged by the charity member's signature on this document.

10. WEM is unable to provide financial assistance to third party events.

11. Support and participation by WEM staff and/or volunteers cannot be provided for third party events.

12. WEM reserves the right to cancel this agreement at any time during the duration of the contact if it is deemed the above mentioned conditions are not being met. WEM will not be responsible for financial compensation or other damages that may result from this cancellation.

ACCEPTED AND AGREED:

Event Organizer

Signature: _____

Name: _____

Title: _____

Date: _____

Event Approved by Represented Charity

Signature: _____

Name: _____

Title: _____

Date: _____

Event Approved by West Edmonton Mall

Signature: _____

Name: _____

Title: _____

COMMON AREA POLICIES

Charity and Non-profit organizations must adhere to all rules and regulations for Common Area Policies. Please read, initial and return with the following contract.

1. All organizations must be fully operational during Mall hours. (subject to change)
Monday to Saturday 10:00 am to 9:00 pm
Sunday 11:00 am to 6:00 pm
2. The cleanliness and maintenance of the display is the responsibility of the Organization and must be kept in a first class standing at all times.
3. All activities with reference to the Organization must be approved in writing. Unauthorized activities or conduct may result in termination of use.
4. All signage to be professionally produced with no hand written signs. Visual Merchandising is subject to approval by West Edmonton Mall Property Inc.
5. Exhibitors are responsible to provide the necessities for their display.
6. **Demonstration /sampling events will not aggressively harass or solicit mall patrons. Complaints of over aggressive behaviour from patrons or mall staff may result in termination.**
7. Third party liability insurance listing **“WEST EDMONTON MALL PROPERTY INC.”** As additionally insured.
8. When entering and exiting the shopping centre ensure that you follow all fire code regulations such as the fire lanes surrounding the centre. It is unlawful to block or park in fire lanes and fines are levied from the City of Edmonton. Please ensure that you are parking in designated areas.
9. West Edmonton Mall is a smoke free environment. Smoking is only permitted in specific areas as listed outside of entrances.

I have read and full understand all points of the “Common Area Policies”. Failure to adhere to any of these policies may result in termination of this agreement.

Representative/Name

Date

Digital and Social Marketing Requirement

West Edmonton Mall will endeavor to promote you're event through our Social Media platform as well as in mall digital signage. Please submit this document along with the logo of your organization and a 2-3 sentence copy describing your organization/initiatives to: Curtis.VanBrabant@wem.ca