

## EVENT APPLICATION FORM

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1. Contact information of **legal entity** for this agreement:

ORGANIZATION: \_\_\_\_\_

**(Organization name must be the same as the named insured on the insurance policy that will be submitted with this event application form.)**

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

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. **SIGNING AUTHORITY** on behalf of the legal entity (officer or director of the company/organization):  
**(Please note we will not accept any signatures unless they are authorized to sign – verification required.)**

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

3. Date(s) and time of event: \_\_\_\_\_

4. Set up date: \_\_\_\_\_ Time: \_\_\_\_\_ Tear down date: \_\_\_\_\_ Time: \_\_\_\_\_

5. Expected public attendance to your event: \_\_\_\_\_

6. Total number of personnel you require to be in the area at any one time during the event: \_\_\_\_\_  
**(Licensor has the right to limit the number of personnel operating at the event at any one time)**

7. What is the purpose of your event? \_\_\_\_\_

\_\_\_\_\_

8. What is it that you want to do at the event? Be as detailed as possible; only items listed will be considered.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Equipment that the organization will provide/set up in the shopping centre/building (at own cost):

\_\_\_\_\_

\_\_\_\_\_

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10. Equipment to be loaned from shopping centre/building (free of charge):
- 8.5' x 10.5' Community Booth (includes 2 stools, electrical access, 2 slots for 22"x28" signage) \_\_\_\_\_
  - 6' skirted tables (quantity): \_\_\_\_\_
  - Stanchions (quantity): \_\_\_\_\_
  - Chairs (quantity): \_\_\_\_\_
  - 22"x28" Sign holders : \_\_\_\_\_ (Organization must provide professionally produced signs)

*\*Note: All indoor information/fundraising initiatives must use the Community Booth (unless otherwise approved by Central City).*

11. Size of footprint required for this event: \_\_\_\_\_ feet x \_\_\_\_\_ feet

12. Electrical access required:  Yes  No \*Note: Wi-Fi is not available.

13. Additional requirements/comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. **PRIOR TO PROVIDING AN AGREEMENT: The Organization must submit for the Licensors review and approval** an insurance certificate evidencing comprehensive commercial general liability insurance with coverage limits of not less than \$5 million per occurrence without being subject to a general aggregate limit of not less than \$10 million including a waiver of subrogation and naming the following parties named as additional insureds:

- Surrey CC Properties Inc. (2153 Central City, 10153 King George Blvd., Surrey, BC, V3T 2W1)
- PMP 2011 Nominee Ltd. (c/o Alberta Investment Management Corporation, 1100 – 10830 Jasper Avenue, Edmonton, AB, T5J 2B3)
- Blackwood Partners Management Corporation (same address as Surrey CC Properties Inc.)

15. Provide a copy of all required permits and licenses for the event prior to the date of the event:

	Required	Received
Festival License, City of Surrey	_____	_____
Business License with the City of Surrey	_____	_____
Insurance Certificate (as noted above)	_____	_____
Temporary Food Premises Permit from Fraser Health	_____	_____
Electrical Permit	_____	_____
Liquor License	_____	_____
Other: _____	_____	_____

**EVENT APPROVAL:**

Organization to submit application minimum four weeks in advance of event. Event subject to approval.  
 Section to be completed by: BLACKWOOD PARTNERS MANAGEMENT CORPORATION

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Marketing Manager

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Manager

Comments: \_\_\_\_\_  
 \_\_\_\_\_