

**COMMUNITY BOOTH EVENT APPLICATION FORM**

---

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: \_\_\_\_\_ Tear down 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. Tell us about your organization (Purpose, goals, mission, vision): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

9. If applicable, please provide (or drop off) a copy of your brochure, marketing print resources, website URL and social media handles.

\_\_\_\_\_

**COMMUNITY BOOTH EVENT APPLICATION FORM**

---

10. If you are a registered Charity, please provide your **Charity Registration number:** \_\_\_\_\_

11. Tell us in detail what you are planning to do at the Community Booth: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Please acknowledge the following:

- We will not be engaging in active selling or solicitations of any kind.
- We will not have music as part of our display.
- We understand that we cannot take photos or videos while at the Community Booth.

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

14. Equipment to be loaned from shopping centre/building (free of charge):  
 8.5'x 10.5' Community Booth (includes up to 4 stools, electrical access, and 2 inserts for 22"x28" signage)

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

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

17. **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 \$5 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) and its mortgagee
- Blackwood Partners Management Corporation (same address as Surrey CC Properties Inc.)

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

	<b>Required</b>	<b>Received</b>
Insurance Certificate (as noted above)	_____X_____	_____
Other: _____	_____	_____

**COMMUNITY BOOTH EVENT APPLICATION FORM**

---

**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: \_\_\_\_\_  
Marketing Manager

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Comments:

---

---