

REQUEST FOR NON-PROFIT SPACE



At Capilano Mall, we are very proud of the many outstanding charities and non-profit organizations that enhance the North Shore Community.

We offer these groups space within the shopping centre, at no charge, to promote their organizations to our shoppers. Annually, over 75 non-profit organizations take advantage of this opportunity to raise both awareness and funds.

Requests for space are allocated on a first come, first served basis. To book your space, complete the request form below and submit to the mall administration office a minimum of 30 days in advance.

INSURANCE REQUIREMENT

All organizations are required to provide proof of Comprehensive General Liability Insurance with limits of not less than \$2,000,000 per occurrence naming **bcIMC Realty Corporation, Bentall LP, Capilano Mall and Capilano Mall Promotion fund** as additional insured.

IMPORTANT INFORMATION

- Floor displays must not exceed 5 feet in height, 6 feet in width and 10 feet in length.
- The table area and activities are to be kept in a professional manner at all times. Handwritten signs are not permitted.
- Soliciting throughout the centre is **STRICTLY PROHIBITED**.
- The table is to be manned during **all mall hours** during your booking. Vehicles must be moved in by 8:30 am and removed after mall closing. There is absolutely no exception to this rule.

REQUEST FORM

Date of Application _____

Name of Organization _____

Address of Organization _____ Postal Code _____

Contact Name _____

Phone _____ Fax _____ E-mail _____

Non-Profit Registration # _____ Lottery License (if applicable) # _____

Nature and Purpose of Occupancy & Brief Description of Display: _____

Are you bringing in a Vehicle? ___ Yes ___ No

Do you require Power ___ Yes ___ No

Required Number of Tables ___ Chairs ___

Requested Display Date(s): _____ Second choice _____

THIS IS AN APPLICATION ONLY AND DOES NOT CONSTITUTE AN AGREEMENT.
UPON ACCEPTANCE AN AGREEMENT WILL BE SENT TO YOU. A SIGNED AGREEMENT AND VALID
INSURANCE CERTIFICATE WIL CONFIRM YOUR BOOKING.

Submit to Capilano Mall Administration Office
305-935 Marine Drive, North Vancouver, V7P 1S3
Tel: 604-990-5426 | Fax: 604-980-8584
info@capilanomall.com