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NON-PROFIT/CHARITY & EVENT APPLICATION

Mission Junction Shopping Centre (The Junction)
32555 London Avenue, Mission, B.C.



Date of Application: _____

Organization/Company Name: _____

Address: _____ Postal Code _____

Main Contact Name: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Dates Requested: Start: _____ End: _____

Location Requested: _____

Nature of Event/Display: _____

Additional Information

Is your organization a registered charity? _____ If yes, # _____

Please indicate what equipment you plan to bring for your display:

A tent – YES or NO – if yes, what size? _____

Parking Stalls – YES or NO – if yes, how many? _____

Sidewalk – YES or NO – if yes, where? _____

Balloons or Banners – YES or NO – if yes, how will they be attached?

Tables – YES or NO – if yes, how many and where will they be set up?

Do you require electricity – YES or NO _____

******PLEASE MAKE SURE TO ASK FOR A SITE MAP TO MARK THE AREA YOU INTEND USE IF IT IS IN THE PARKING LOT******

See next page RE: Insurance, Policy, Procedures/



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******A 'TEMPORARY OCCUPANCY AGREEMENT (TOA) IS REQUIRED FOR YOUR ORGANIZATION TO BOOK ANY EVENT/DISPLAY. This TOA is provided to you once the request is approved to proceed. The Temporary Occupancy Agreement requires a \$5 MILLION LIABILITY INSURANCE CERTIFICATE. THIS INSURANCE CERTIFICATE FROM YOUR ORGANIZATION MUST INCLUDE THE FOLLOWING: THE DATE(S) OF THE EVENT, THE CONFIRMED LOCATION (E.G. PARKING LOT, SIDEWALK IN FRONT OF STORE) & THE NATURE OF THE EVENT. THE TOA WILL BE APPROVED ONLY WITH THE CORRECT LIABILITY INSURANCE CERTIFICATE SUBMITTED. Contact us if you require more information about this process.**

EVENT POLICY AND PROCEDURES

- There are a limited number of bookings approved at the Landlord's discretion.
- Landlord approval will be considered only upon receipt of a Certificate of Insurance showing:
 1. **Covered Site Name and Address:** Mission Valley Shopping Centre (The Junction), 32555 London Avenue, Mission, B.C. V2V 6M7.
 2. **Event Dates.**
 3. **Liability Insurance Certificate** of a minimum **\$5,000,000.**
 4. **Avison Young Property Management (B.C.) Inc. and Mission Valley Shopping Centre Ltd.** must both be added as additional insured.
- If this event/display is near or in front of a retail or service tenant, you must provide their permission **in writing** from a store manager to approve the location.
- Nothing can be attached or affixed to the roof of the shopping centre including balloons.
- Tables and displays cannot be mounted without permission of the Landlord. If electricity is required, you must inform the Landlord before anything is set up.

Last minute approvals are not granted. Please allow 30 days from the initial request to receiving The Junction's Temporary Occupancy Agreement to sign and re-submit with the insurance certificate in order for final approval.

Your commitment to promptly providing the required documents correctly is appreciated.

Please submit this application to chelsea.zuber@avisonyoung.com

FOR OFFICE USE ONLY:

Approved by: _____

Date: _____