

Charity and Non-Profit Use of Premises Application

(Must be received at least three weeks in advance of requested booking dates)

Please print neatly

Submission Date: _____ **Received Date:** _____

Contact Person: _____ **Contact Phone:** _____

Contact Email: _____

Name of Organization: _____

Address of Organization: _____

Requested Dates for Event: _____ **Charitable Tax #:** _____

Proposed Activity: _____

Reason for Activity: _____

Number of Tables _____ **Number of Chairs** _____ **Power Required:** yes no

Please Note:

1. Although the Centre reserves the right to provide 24 hours cancelation notice, we endeavor to accommodate your requested date(s) but space is limited.
2. Submission of Application is required no less than three (3) weeks in advance of requested dates, but not more than sixty (60) days in advance.
3. Upon approval of your application, you will be provided with a Contract. The Contract must be signed and accompanied by the required insurance documentation and returned to the Centre Admin Office **NO LESS than ten days prior to the booked dates**, to the attention of the Guest Services Supervisor.
4. Provision of insurance not less than \$5,000,000.00 with additionally insured – Licensor’s agent Morguard Real Estate Investment Trust, Morguard Investments Limited, Morguard Corporation, Prince George Investment Inc. (exact wording required.)
5. Space is available inside the Centre only. We do not allow groups to set up tables directly outside the entrances.

Internal Use Only:

Guest Services Review	Marketing Manager	Contract	Contract
<input type="checkbox"/> Date (s) Available Date: _____ Initial: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: _____ Initial: _____	<input type="checkbox"/> Prepared <input type="checkbox"/> Delivered <input type="checkbox"/> Calendar Updated Date: _____	<input type="checkbox"/> Contract Received <input type="checkbox"/> Insurance Received <input type="checkbox"/> Manager Signatures Date: _____ <input type="checkbox"/> Final Calendar Review