



Old Quebec Street Commercial Property & Leasing Office  
 55 Wyndham Street N., Guelph ON N1H 7T8  
 Tel: (519) 837-0259 Fax: (519) 837-2280  
 leasing@oldquebecstreet.com

## Hosting a Community Event at Old Quebec Street

### How Do Organizations Apply?

Space is limited and is on a first-come, first-served basis only. Please complete the attached application form and return it to the Old Quebec Street Administration Office by email, fax, mail or in person. We do our best to accommodate requests for space throughout the year, but space fills up very quickly, so we must receive your request at least two weeks in advance.

If your request is approved, your organization may be required to complete an Event Contract and provide a certificate of general liability insurance, minimum coverage of \$2 million, with the following included as additional insured – **Barrel Works Guelph Ltd. 55 Wyndham Street N., On N1H 7T8** *(Old Quebec Street Administration will let you know if the Event Contract is applicable to your event.)*

If applicable a signed copy of the Event Contract and certificate of insurance must be returned to the Mall Administration Office at least two weeks prior to your event. Failure to return these items may result in the termination of your request.

**If you have any questions or require additional information, please contact the Old Quebec Street Administration Office at (519) 837-0259**

**FEE: Event fees start at \$500 plus HST payable in advance; FEE MAY BE WAIVED FOR CHARITABLE & NON PROFIT ORGANIZATIONS AND WILL BE CONSIDERED ON A CASE BY CASE BASIS.**

## EVENT APPLICATION

### APPLICANT INFORMATION

Organization Name:

Contact name:

Phone:

Fax:

Email address:

Mailing address:

Charitable Organization Registration#:

Lottery license #:

### EVENT

Briefly describe your event:

Start Date:

End Date:

Please describe set up or provide a floor plan. Will you have tables? How Many? Will you have Chairs? Do you have a Display? Is it under or over 5 feet?

Distributing Literature? If yes, please attach sample.

Publicizing event? If yes, how?

### SET UP AND TAKE DOWN

Date and time of set up:

Name of contact :

Date and time of take down:

You agree to have the booth staffed during malls hours and to keep the booth neat, tidy & clean at all times? Yes / No

### RULES AND REGULATIONS

#### **HOURS OF OPERATION:**

The group/event must be set-up and open for business before mall opening and must conduct business during Mall hours.

Mall hours are: \*

Monday to Wednesday: 10:00 a.m. – 6:00 p.m.

Thursday and Friday: 10:00 a.m. – 9:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 12 noon – 5:00 p.m.

\* Subject to change on statutory holidays and during the Holiday Season (November & December)



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## EVENT APPLICATION

**SIGNAGE:**

All signage must be professional and no freehand signage is allowed. Any signage deemed unacceptable by the Mall will be removed immediately.

**WASTE/GARBAGE:**

We do not permit undue accumulation of garbage, trash, rubbish, or other refuse in the assigned area. The group agrees to have such garbage, trash rubbish or other refuse securely tied in garbage bags and placed in the garbage compactors and no waste shall be placed in garbage containers in the common area.

**DISPLAYS:**

The backs of displays must be aesthetically appealing and all cartons and extension cords are to be kept out of sight – beneath draped tables or hidden inside the walls of the display

**USE OF SPACE PROVIDED:**

There is to be NO SOLICITING by the group, or designated representatives to any Mall customers, allowing a customer to approach at their own desire. The group cannot distribute handbills or other advertising matter to customers outside the confines of the area.

**AUDIO DEVICES:**

No radio, telegraphic or telephone, megaphone or other form of sound amplification or reproduction equipment or similar device and no lighting device or other apparatus or equipment which the mall determines to be annoying or offensive, shall be used in or about the designated area.

**BALLOONS:**

Helium-filled balloons cannot be distributed in Mall.

**EATING/SMOKING/ALCOHOL:**

No eating, smoking or drinking of alcohol is permitted within the area or in the general area without prior mall approval

**PROFESSIONALISM:**

The group volunteers and personnel must operate in a professional manner with courtesy to all customers, retailers and Old Quebec Street Mall staff. Volunteers and personnel must be neat in appearance and appropriate attire is required. The group will ensure that the display is staffed at all times.

**DISCRETION OF MANAGEMENT:**

The group cannot conduct his/her business or sell any merchandise that the centre deems to be improper, in poor taste, or in conflict with any existing tenant. Mall Management may request the group to cease such conduct or remove any such merchandise.

### DEPOSIT/APPLICATION FEE:

DEPOSIT/ EVENT FEE:		Office use only
HST (if applicable)		Paid Yes/No
TOTAL		Cash / cheque _____

### INSURANCE

**It is your responsibility to provide Proof of Insurance in the amount of \$2 million\* with the following additional insured: Barrel Works Guelph Ltd. 55 Wyndham Street N., Guelph ON N1H 7T8 (if applicable).**

### SIGNATURES

I, \_\_\_\_\_, am authorized to sign on behalf of the applicant, I acknowledge, on behalf of the organization, that we will abide by the rules and regulations set out in this application and agree to pay all applicable fees, provide proof of insurance, if applicable.

Organization name:

Authorized signature:

Name / Title

Date: