

Mayfair Shopping Centre LP

3147 Douglas Street
Victoria, British Columbia
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www.mayfairshopping.com

**For a good cause . . .**

With so many people walking through our halls, it's no wonder many charities set up at Mayfair Shopping Centre to raise money and awareness.

Charity groups are eligible if they:

- Can provide a copy of a Certificate of Incorporation for Non-profit Societies as confirmation of non-profit status
- Can provide a Certificate of Insurance with a minimum of \$2 million PLPD coverage per occurrence and name Mayfair Shopping Centre Limited Partnership, Ivanhoe Cambridge Inc., and 4239440 Canada Inc., as co-insured
- Subject matter is non-controversial
- If selling a product, it must be approved by the Administration Office

Space provided:

Space is provided free of charge and consists of one skirted table, one table cloth, 2 chairs and one sign holder only. These items will be provided by the shopping centre. Any other display items required must be approved by the Administration Office prior to set up. Displays are booked for a minimum of 2 consecutive days and a maximum of 7 consecutive days.

How to book:

To book a space, groups must submit a letter in writing explaining in as much detail as possible, the purpose of the charity, what they will be doing on the Centre, and a choice of several dates they would like to display. Please also include the full legal name of your organization. This letter can be e-mailed to colleen.norcross@ivanhoecambridge.com or mailed to the address noted above. Please note that we require a minimum of 30 days to process your application. If approved, a License Agreement for Non-Profit Displayers will be sent to you for your signature. Once we have received the signed copy of the License Agreement and your current Insurance Certificate with the correct co-insured names mentioned above, your application package will be passed on to Mayfair's General Manager for final authorization.

Rules:

- Groups must provide the Administration Office with a total of the amount of money they were able to raise while on the Centre
- Groups must maintain the area in a good, clean and safe condition
- Comply with all applicable government authorities
- All signage must be professionally prepared. Hand written signs are not permitted. Signage / back drops cannot exceed 6' in height and must be approved by the Administration Office prior to set up.
- Vehicles or boats are not permitted
- No polishing, waxing or dusting material is to be used inside the Shopping Centre
- Amplifiers, loud speakers or disturbing noises are prohibited
- No helium balloons are permitted
- Volunteers must operate in a professional manner at all times
- Displays must be staffed at all times during Mayfair's operating hours
- No eating or drinking is allowed in the display area
- Smoking is prohibited on Mayfair Shopping Centre property
- Soliciting customers is not allowed

Thank you for considering Mayfair Shopping Centre as a potential supporter of your cause.