

APPLICATION FOR COMMUNITY KIOSK

(Please PRINT Clearly)

Applicants must meet criteria for usage of the Community Kiosk at Coquitlam Centre. Acceptance will be at the discretion of Coquitlam Centre. Please ensure all sections of this application are filled out in full to help expedite the process. If your application is accepted, Coquitlam Centre will contact you to begin the planning process. Please submit your application at least six weeks prior to your requested booking date.

Date of application: _____ Are you a returning organization? Yes ☐ No ☐

Organization's legal name: _____

Division, Chapter, etc. _____

Registered Charity ☐ Charitable registration number: _____

Organization's legal address: _____

Street Address, city, province and postal code.

Name of contact person: _____

Contact person's title: _____

Phone number of contact person: _____

Email: _____

Please describe what sort of activities your organization would like to do at the Community Kiosk:

Please list anything that will be sold as part of a fundraising initiative. We will not be selling anything ☐

Are you hoping to display a vehicle? Yes ☐ No ☐

If Yes, make and model of vehicle: _____

Please indicate desired period of booking Start Date: _____ End Date: _____
MM/ DD/YYYY MM/ DD/ YYYY

I/we understand the Community Kiosk must be manned and open for business during all mall hours ☐



COQUITLAMCENTRE.COM

Effective March 2024

Before you submit your application, it is important to note the following:

All organizations using the Community Kiosk must be able to provide Coquitlam Centre with a Certificate of Insurance showing that they carry commercial limited liability insurance in the amount of \$5,000,000 that covers the organization's operations at Coquitlam Centre's Community Kiosk. The Certificate of Insurance must be provided at least one week before the booking and must name Pensionfund Realty Limited, and Morguard Investments Limited as additional insured.

The Community Kiosk must be staffed all mall hours during your booking. Setup must be done before mall hours and tear down must be done after mall hours.

Regular mall hours are as follows:

Monday to Wednesday	10:00am to 7:00pm
Thursday and Friday	10:00am to 9:00pm
Saturday	10:00am to 7:00pm
Sunday and Holidays	11:00am - 6:00pm

Only one, double-sided 22" x 28" sign or one 6' x 3' table banner is permitted at the Community Kiosk. Additional banners, large signage or balloons are not permitted. A 22" x 28" sign holder will be provided upon request.

Any signage or material placed on top of the Kiosk must be professional designed and printed and should be in plexi-glass holders or displayed neatly. Plexi-glass holders must be requested at least one week prior to the start of your booking. Petitions are not permitted.

Additional tables, chairs or other large display items are not permitted.

Coquitlam Centre staff is authorized to remove any banners, signage or other display items that have not been approved by the Landlord or do not meet Coquitlam Centre's design criteria.

Solicitation of customers and passerbyers is not permitted.

All activities must adhere to Fraser Health and provincial health and business regulations. Food or beverages may only be given out with prior approval from Fraser Health and Coquitlam Centre. You may be required to show proof of business or gaming license if selling anything at the Community Kiosk.

A complete list of rules and regulations will be provided to you as part of a Temporary Occupancy Agreement once your booking is approved.

For more information, please contact Coquitlam Centre Marketing at cqcmarketing@morguard.com or 604.468.5650.

As agent for the owner of Coquitlam Centre, Morguard Investments Limited ("Morguard") is committed to maintaining the security and confidentiality of personal information in accordance with applicable privacy legislation and our Privacy Policy. By completing and signing this form, you are consenting to Morguard collecting, using and disclosing your personal information in order to identify and communicate with you, for such other purposes as may be necessary in order to provide you with the products and/or services you have requested, and for any other purposes where you consent to where such collection, use or disclosure is permitted or required by law. You represent that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you have disclosed personal information to Morguard in order to enable us to collect, use and disclose such personal information to fulfill the purposes described above.

Please return completed form to:

Coquitlam Centre Marketing
Mail: 2201-2929 Barnet Highway Coquitlam, B.C. V3B 5R5
E-mail: cqcmarketing@morguard.com
Fax: 604.464.7216