



## **INFORMATION GUIDE FOR CHARITIES**

### **HOW TO APPLY**

Please submit your request by e-mailing, mailing or faxing your request **on your organization's letter head to:**

#### **CHARITY REQUEST FORM**

**Administration Office  
Upper Canada Mall  
17600 Yonge Street, Box 256  
Newmarket, ON L3Y 4Z1**

**E-mail: choughton@oxfordproperties.com**

**Phone: (905) 895-1961 ext. 229**

**Fax : (905) 895-7873**

Please use the following check-list to ensure all of the information is included in your request. Failure to do so will hinder the application process which will affect the "one-month in advanced" request deadline.

- **Legal Name of Organization**
- **Mailing Address**
- **City/Town**
- **Phone**
- **Fax**
- **Postal Code**
- **Authorized Contact + Position at the agency**
- **Charitable #**
- **Lottery License # (if applicable)**
- **Request Date(s)**

## IF YOUR REQUEST IS APPROVED

- Your organization will be required to complete a Temporary Occupancy Agreement
- Provide a copy of insurance for \$5 million Commercial General Liability naming [Upper Canada Mall Limited OPGI Management GP Inc.](#), as general partner of the [OPGI Management Limited Partnership](#) as additional insured.
- If operating a lottery, a copy of the lottery license must be received. Charities must also agree to abide by our standard rules and regulations (see page 3.)
- You will be provided with a charity desk and 2 chairs.
- Signs must be pre approved 2 weeks prior to set up. Then can be sent via email to [choughton@oxfordproperties.com](mailto:choughton@oxfordproperties.com)
- All signs must be in good repair and professional. Hand written signs are not allowed.
- Banners are NOT allowed
- If you do not have a professional sign one 8.5 x 11 will be provided for you at a cost of \$50.00 plus HST

## **GUIDELINES**

The group must be set-up completely before mall opening and conduct business during the mall hours: Monday - Friday 9:30 a.m. – 9:00 p.m., Saturday 9:00 a.m. – 6:00 p.m. and Sunday 11:00 a.m. – 5:00 p.m. (Hours will change during December)

They will ensure that all loading and unloading of goods shall be done only at such times, in the areas, and through the entrances, designated by the mall.

There will be a designated competent, responsible adult as on-site supervisor that will at all times be in direct control of any activity. The identity of this person will be made known to the shopping centre or its representative prior to the commencement of an activity.

All signage must be professional and no freehand signs are allowed. Any signage deemed unacceptable by the centre will be immediately removed.

Power will be supplied as available and at the location only.

The group will obtain approval from the centre of any advertisement regarding its occupancy in Upper Canada Mall before it is broadcasted or publicized.

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 on-mall.

**There is to be no SOLICITING by the agency, or designated representatives to any mall customers, allowing a customer to approach at his/her own desire.**

The agency cannot distribute handbills or other advertising matter to customers **outside the confines of the area.**

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

No television, 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.

The agency cannot distribute helium-filled balloons on-mall.

No eating, drinking or smoking is permitted within the area or in the general area.

The agency representatives shall park their vehicles only in those areas designated by the shopping centre. Nor can they park any vehicle for storage or dwelling purposes on the premises. No vehicles are to be left on overnight.