



NON-PROFIT SPACE APPLICATION

Non-profit areas are limited and subject to change. Note, we *do not* provide non-profit locations during November and December.

Preferred Dates:

Alternate Dates:

Contact Name:

Telephone:

E-mail:

Charity/Group:

Legal Name:

Address:

City:

Province:

Postal Code:

Name of Authorizing Signing Officer for the Group:

Title of Authorizing Signing Officer for the Group:

Please provide a description of the event/fundraiser:

Registered Charity Number:

Please complete, sign and submit this form to Rolla Khalileyh, Non-Profit Coordinator by e-mail rolla.khalileyh@ivanhoecambridge.com or by fax **905-433-1513**



Please be advised that the Licensee, at their own expense, is to provide Licensor with a Certificate of Insurance for coverage limited of not less than **two million dollars (\$2,000,000)** for comprehensive commercial general liability insurance for bodily injury and property damage. Licensee must obtain and maintain this insurance prior to and at all times during Term, inclusive of set-up and take down times, of the Agreement. Licensee will provide Licensor with a Certificate of Insurance prior to the commencement of Term of the Agreement, naming Licensor as Additional Insured.

For clarity purposes, the Additional Insured must read:

- **Ivanhoé Cambridge Inc.,**
- **Ivanhoe Cambridge Inc. - Oshawa Centre,**
- **Ivanhoé Cambridge I Inc.,**
- **Ivanhoé Cambridge II Inc.,**
- **7503067 Canada Inc.**

Please note that the Certificate Holder must be listed as: Ivanhoe Cambridge Inc. - Oshawa Centre.

1. Confirmation of times and dates are NOT to be assumed until ALL documentation is fully executed, and a copy is forwarded to your attention.
2. Signage is 33.5" w x 13.75" h and must be **professionally printed**. We've secured a reduced rate for printing at The Printing House in Whitby. Please contact Brian at 905-665-1010 and inform him you're a non-profit group at the OC. The price of the sign is \$30*, any design time requested is an additional cost.
3. If your application is accepted you will be notified of such within 3 weeks of submitting your application, and any subsequent meetings. The information of the application will then be incorporated into the Temporary Occupancy License Agreement, which must be executed by Oshawa Centre prior to occupancy.
4. Due to the occupancy levels in November and December, charity group bookings will be limited.