



# 2025 Community Space Application FAX 250.545.7174

**\*A minimum of four weeks advance notice is required.  
Please submit 2025 requests no later than Oct 5, 2025**

<p>Once this application is reviewed, you will be contacted by phone. If space is available and a Certificate of Insurance received; a Temporary License Agreement will be forwarded to you for signature.</p>			
<b>GROUP NAME</b> _____			
<b>TODAY'S DATE</b> _____		<b>QUICK CHECK</b>	
<b>DATE(S) REQUESTED</b>	<b>1</b> _____	<b>8' X 12</b>	
	<b>2</b> _____	<b>8' X 20</b>	
	<b>3</b> _____	<b>Tables 1 – 5</b>	<b>\$10.00</b>
<b>DETAILS</b>		<b>Tables 6 – 8</b>	<b>\$15.00</b>
		<b>CHAIRS</b>	<b>POWER</b>
<b>CONTACT NAME</b> _____			
<b>PHONE NUMBER</b> _____			
<b>EMAIL</b> _____			
<b>ADDRESS</b> _____			
<b>NON-PROFIT #</b> _____			
<b>SIGNATURE</b> _____			
<b>DETAILS:</b>			

**INSURANCE REQUIREMENTS**

You will be required to submit a Certificate of Insurance with Comprehensive Public Liability and Property Damage Insurance coverage during the time your group is set-up in the Centre. This insurance must have inclusive limits of not less than \$2,000,000 for each occurrence or such higher limits as the licensor requires from time to time.

Please have OPTrust Retail Inc. c/o BentallGreenOak (Canada) LP named as the Certificate Holder and Additional Insured for the time your group is set-up in the Centre. Provide your insurance company with the wording below.

**\*OPTrust Retail Inc. and BentallGreenOak (Canada) LP, by its general partner,  
BentallGreenOak (Canada) GP Ltd. at  
Village Green Centre, 4900 – 27 Street, Vernon, BC, V1T 7G7**

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## **DISPLAY GUIDELINES:**

Each organization (as defined by the non-profit number) is limited to **two (2) bookings** per year, at a maximum of two weeks per booking, at Village Green Shopping Centre.

*\*Village Green Shopping Centre Management has the right to adjust the amount of bookings per year on a case by case basis.*

All display apparatus must be brought in and completely set-up prior to Centre opening. The display backdrop may not exceed six feet in height and eight (8) feet in width.

Display must be manned full Centre hours. Tear down of your display must not occur prior to Centre closing.

Large vehicles such as SUV's and trucks (over 4000 lbs.) are NOT allowed to be set-up inside the Centre. Compact Vehicles, Motorcycles, Snowmobiles, Bikes, are allowed.

The Centre does have some props available for your use including 6-foot tables. There is, however, a small rental fee to offset the cleaning of the table covers which we also provide.

All signage must be of professional quality and absolutely no hand-lettered signage is permitted.

Sandwich board signage is not permitted.

All groups/organizations must supply proof of comprehensive public liability and property damage insurance coverage. This insurance must have inclusive limits of not less than \$2,000,000 for each occurrence or such higher limits as the Licensor requires from time to time with the Licensor named as additional insured for the time you are set-up in our Centre.

## **SCHEDULE "C"**

### **RULES AND REGULATIONS FOR THE DISPLAY OF A SMALL MOTOR POWERED UNIT IN VILLAGE GREEN SHOPPING CENTRE - E.G. MOTORCYCLE, VEHICLES UNDER 4000 LBS.**

When placed in the Centre the following rules must be adhered to, or entry will be refused.

1. The UNIT must contain no more than one gallon of gasoline in the tank (the limitation of the fuel is for insurance purposes)
2. The gasoline tank must have a locking gas cap
3. One set of keys must be turned over to our Maintenance or Security personnel for holding 24 hours per day for the duration of display in case of any emergency
4. You must supply plastic to be placed under the oil pan
5. The battery must be disconnected
6. UNIT must be in prior to 9am Monday – Saturday or 10am on Sundays

## **FOR MORE INFORMATION CONTACT:**



**Darren Robinson, CMS, Marketing Director**  
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