



COMMUNITY CENTRE APPLICATION FORM



The Polo Park Community Centre, located in The Bay Court, is available rent-free for registered charitable organizations from January to October each year. The Community Centre may be used for:

- fundraising through raffle ticket sales
- promotion of events
- raising awareness of charitable organization
- special event registration

ALL ORGANIZATIONS APPROVED TO USE THE COMMUNITY CENTRE MUST SIGN A CONTRACT AND PROVIDE PROOF OF LIABILITY INSURANCE (MINIMUM OF \$2 MILLION) NAMING **THE CADILLAC FAIRVIEW CORPORATION LIMITED, ONTREA INC. AND POLO PARK SHOPPING CENTRE** AS ADDITIONAL INSURED.

Legal Name of Organization _____

Address _____ Contact Name _____

_____ Phone No. _____

_____ Fax No. _____

_____ Registered Charity No. _____
(All groups must provide this number in order to be considered)

Brief Description of Organization: _____

Please indicate below how you would like to use the Community Centre:

____ Sell raffle tickets

____ Promote a charitable event

____ Raise awareness

____ Registration for a special event

____ Sell raffle tickets with a vehicle display (**Note: there is a charge of \$500 plus GST to display the vehicle**)

Please give details: _____

Dates Requested: 1st choice: _____ 2nd choice: _____

Please mail/email, fax or drop-off completed application forms to:

Mail

GUEST SERVICES
Polo Park Shopping Centre
Suite 66Q-1485 Portage Avenue
Winnipeg, MB R3G 0W4

Fax or Email

204-775-8697
sokoeun.yem@cadillacfairview.com

Drop-Off

Attention: Sokoeun Yem
GUEST SERVICES CENTRE
(Empress Street Entrance)

NOTE: While Polo Park Shopping Centre endeavours to accommodate as many charity groups as possible, only those able to meet our requirements will be considered. We are unable to approve requests for lobbying or advocacy purposes; third party fundraising; individual pursuits and religious groups. Charity organizations approved to use the Community Centre will be contacted to confirm their dates in the shopping centre.