



ROYAL CITY CENTRE

Application for Temporary Occupancy: Common Area

This form is for the purpose of **applying** for Temporary Occupancy at Royal City Centre and in no way constitutes a confirmed agreement to rent or permit occupancy on Royal City Centre property. Events are not confirmed until an executed Temporary Occupancy Agreement is provided to you. **Along with this application, please attach a coverletter on official letterhead.**

Name of Applicant/Contact: _____

Contact Information:

Phone: _____
Fax: _____
Email: _____

Organization or Business: _____

Non-Profit / Charitable Organization #: _____

Does your organization have Commercial General Liability Insurance in the amount of \$5,000,000?

YES NO

Purpose of Use: _____

Is this a non-profit event:

YES NO

Event Information:

Date: _____
Time: _____
Preferred Location: _____
Number of Tables: _____
Number of Chairs: _____

Would you like your event advertised on www.royalcitycentre.ca

YES NO

If YES, please include a brief description of the event that you would like posted:

If you require additional space please attach as an Addendum.

This form must be filled out completely, and returned to the Royal City Centre Administration Office via fax (604.526.3337) or email (mburris@strathallen.com) **please ensure that you attach a cover letter on official letterhead.**

For Administration Office Use Only:

Approved: YES NO By: _____
Signature: _____ Date: _____

Fee For Use (if applicable): \$ _____

TOA Completed and sent to Applicant: YES Date: _____
TOA Received Signed: YES Date: _____
Insurance coverage received: YES Date: _____
TOA Executed and Final Copy returned: YES Date: _____