

The Mall at Marathon's Community Group Guidelines

- Requests are granted on a first-come, first-served basis, for a maximum of one week (including one Saturday), during non-peak retail times - No Community Events are allowed during the peak Holiday Season (between November 1st and December 26th) of each year. Only well-established **Non-Profit or Community Groups** will be considered (i.e. no individuals). Applications should be in writing, and submitted at least thirty days prior to the event.
- A Hold Harmless Agreement must be signed prior to your event that will cover your occupancy at the Mall. The securing of merchandise and valuables is the sole responsibility of the Community Group, and the Mall Owners/Management shall have no responsibility in connection therewith.
- Solicitation is STRICTLY PROHIBITED. Groups are required to remain in the assigned area when conducting their event, not to approach prospective customers, (i.e. no walking through the Mall selling raffle tickets, handing out flyers etc.) Advocacy groups and not-for-profit organizations affiliated with for-profit groups are not allowed, unless you obtain the express written prior approvals of Mall Management. Groups are strictly forbidden from selling any kind of food, services or merchandise without express written approvals from Mall Management.
- FEES: All Community/Non-Profit Groups are required to pay a \$10 (+VAT) cleaning fee per table per event.
- Community Groups may not invite any commercial enterprise or competing retailers to join its function without the prior express written approval of the Mall Management Office.
- Community Groups are not allowed to set up their functions during Mall Operating Hours. Equipment for exhibits and displays should be set up/taken down before the Mall stores open (*between 7:30 a.m. & 9:30 a.m.*) or after Mall closing (*at 8:00 p.m.*). Items not collected **immediately after** the event will be discarded.
- Vehicles for raffle ticket sales should be delivered/collected before the Mall opens to the public (*between 7:30 a.m. & 9:30 a.m.*) or after Mall closing (*at 8:00 p.m.*). There must be mats under the tyres, front engine and rear transmission. The battery must be disconnected, emergency brake applied and the fuel tank must have about 1/8 tank of fuel. Our Director of Security must keep a key for the vehicle.
- Electrical outlets may be available, however you are required to bring extension cords and/or surge protectors as well as duct tape (to secure cords to the floor) if you will be using electrical equipment.
- The Mall has a limited number of chairs to rent for your event; the cost is \$2 (+VAT). Unless otherwise agreed in advance and in writing, participants are limited to two chairs in the authorized assigned area. If you are holding a Ceremony or making presentations, you are required to bring a Public Address (PA System) and provide audience seating.
- Catered Food is STRICTLY PROHIBITED, as Mall policy requires that refreshments be provided by one of our fine restaurants/eateries. A list can be provided upon request.
- If delivery buses are expected for a Community Event, then loading/unloading must be done at the Mall's Official Bus Stop, and parking should be in designated Bus Parking areas.
- Sound Devices are not permitted and the noise level must be kept at a reasonable level at all times, so as not to disturb Mall at Marathon Shoppers or surrounding stores.

Signature of Applicant & Title

Today's Date

Name of Non-Profit/Community Group

Date of Mall Function

**Express written approval from Mall Management is required
for all requests not covered under these rules.**