

WALDEN GALLERIA COMMUNITY ACCESS FORM

NON-PROFIT/NOT-FOR-PROFIT APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY AT WALDEN GALLERIA

Note: Applications to use the shopping center must be submitted to the Management Office no less than two (2) weeks prior to the date(s) desired. Applications will be reviewed in the order received and subject to availability activities will be scheduled on a first come, first serve basis. If necessary, attach additional sheets and so indicate in the appropriate place on the application form.

Any activity that does not promote good will and/or enhance customer traffic and the image of the center is strictly prohibited.

PLEASE TYPE OR PRINT

Organization Name:		
Address:		
Phone Number:		
Date(s) Requested:		
Intended Use of Table Space (example: fundraising, conducting surveys, etc.). Please be specific:		
Timing of Event:	Start Time:	Finish Time:
Group Leader/Person Responsible:		
Telephone:	Email:	
Number of Persons Requested to be Permitted at Any One Time:		
As available, Walden Galleria will provide 8' tables, table skirting, and chairs for non-profit events.		
Number of Tables Requested:	Number of Chairs Requested:	
All signs must be professionally printed, in compliance with local fire ordinances and approved by mall management.		
Will a sign, placard, or display be used at the designated location?		Circle: Yes or No
If yes, please describe the size, configuration, and details of the sign:		

Please review the rules and regulations on the following pages.

Sign, date, and return the form to the following address via fax, email or regular mail:

Walden Galleria Management Office Attention: Alex Corbelli One Walden Galleria Buffalo, NY 14225	Alex Corbelli Assistant Marketing Director Phone: 716-681-7600 x 117 Fax: 716-681-1773 Email: AlexCorbelli@pyramidmg.com
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COMMUNITY ACCESS FORM

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REPRESENTATIONS AND AGREEMENTS

The undersigned hereby represents that he/she is the Applicant, Officer or other authorized agent of the Applicant named herein and that he/she is over 18 years of age. The undersigned further acknowledges on behalf of him/herself or its group or organization that they have received and read a copy of the Statement of Policy, Rules and Regulations governing use of the shopping center and recognizes and agrees by his/her signature hereto that the making of this application, the issuance of any permit based upon this application and the use of the shopping center as so authorized are expressly conditional upon applicant's acceptance and continuing compliance with such rules and regulations, and that such rules and regulations are expressly incorporated by reference into any permit to applicant to access a portion of the shopping center.

The undersigned declares that the factual information furnished by him/her in the application is true, accurate and complete to the best of his/her knowledge and belief.

Applicant acknowledges and agrees that shopping center management reserves the right to request such additional information as may be necessary in its opinion to evaluate this application for access to the shopping center.

If a permit to access the shopping center is granted, applicant hereby acknowledges and agrees that in consideration for the right of access to the shopping center as permitted by management, applicant covenants and agrees to comply with, perform and be bound by all provisions of the permit, rules and regulations and any attachments and exhibits thereto.

Name of Organization : _____

Authorized Agent Signature: _____

Agent's Title: _____

Date: _____

Office Use Only

Area Assigned: _____

Date(s) & Time(s) of Use: _____

Insurance Certificate Received: _____ by _____

Approved by: _____ Date: _____

**POLICY, RULES AND REGULATIONS GOVERNING THE USE OF
WALDEN GALLERIA FOR ACTIVITIES**

****PLEASE RETAIN THESE RULES AND REGULATIONS FOR YOUR RECORDS****

Mall Hours: Monday - Saturday 10:00 am - 9:30 pm
 Sunday 10:00 am - 7:00 pm

*For holiday hours, please obtain a schedule of special hours from the mall office.

1. **Under no circumstances, unless prior written approval from mall management is granted, are there to be any outside interests brought into the center that directly compete with the merchants/tenants of the shopping center.**
2. ***The Landlord has the right to cancel any agreement as specified in an individual contract. Walden Galleria cannot guarantee the space. Space providing, Walden Galleria may relocate your organization to another part of the mall.***
3. ***NO exhibitor is allowed to intercept shoppers in any way by calling to them or physically stopping them. Anyone disregarding this clause will be asked to leave the mall immediately and no monies will be refunded. Distribution of leaflets is not permitted outside or inside the mall. Placing flyers on cars is strictly prohibited. Printed matter may be distributed inside the mall ONLY from your booth or table. NO bumper stickers or self-adhesive type handouts will be permitted.***
4. ***All groups MUST remain at their assigned table location while fundraising/promoting their organization. By no means are volunteers allowed to wander from the table to solicit customers. It is a privilege to be granted community access, please do not take advantage of this or you will be given a warning and then asked to leave the premises.***
5. ***No more than five (5) persons per group will be permitted.***
6. There is no charge to use the common area of the mall or Community Room by non-profit/not-for-profit and charitable organizations.
7. Table locations are determined by management and scheduled prior to the date based on available resources and space. Please note, close proximity to other organizations may occur at static locations.
8. Management reserves the right to terminate this agreement if the exhibitor violates any terms of agreement or if display is found to be unacceptable by mall management.
9. All tables used for display within the common area of the mall must be covered to within 2" of the floor with coordinating fabric that is wrinkle free. Walden Galleria will provide the same amount of table skirts as tables requested. All packing cartons must be either concealed or removed from the exhibit before opening of the mall. Use of lawn chairs is prohibited.
10. Electrical cords used in the common area of the mall must be a heavy duty FLAT electrical cord from hook-up to lighting secured thoroughly with rubber or plastic floor cord cover. Lighting will be limited to 300 watts/display. **No taping to floors or exposed cords will be allowed.**

11. Signs and other display material must be professionally printed and approved by Mall Management.
12. Common Area displays must be operational during all mall hours.
13. Applicant assumes full responsibility for damage or losses to merchandise and personal items and liability for personal injury resulting from negligence; to release Walden Galleria, Pyramid Walden Company L.P. and Pyramid Management Group, Inc. from all claims wherefrom. Damages - persons or groups violating the rules will pay for any damages caused to or expenses incurred by the mall as a result of the violations. Security deposit may be required upon request.
14. Walden Galleria assumes **NO** responsibility for property of exhibitor.
15. Set-up and tear down activity in the common area of the mall for events must happen before 10:00AM/after 9:30PM Mondays through Saturdays or before 10:00AM/after 7:00PM on Sundays. Nothing may be moved into or through the common area during mall hours. Permission to set-up or tear down a set during mall hours must be obtained from Mall Management prior to the event.
16. If a group is given permission by Mall Management to leave their table location prior to mall closing time, the group is responsible for folding all chairs and placing them completely beneath the table and out of view.
17. Displays are limited in heights to six (6) feet, unless prior written approval is obtained from mall management.
18. **NO** display will block any doors, display windows, emergency or fire exits or fire hydrants.
19. **NO** signs, posters, banners, etc. may be attached to any mall property or structure. Please keep all signage OFF of the painted columns throughout the mall.
20. **NO** boxes are to be stored behind displays in the common area of the mall. Keep excess literature, etc., under tables and hidden from view.
21. Displays are to be kept neat at all times. Leave your area as clean as the way you found it. Clean area of debris and remove trash daily. Do not rely on housekeeping staff to clean your mess.
22. Any food or beverage brought into the Community Room must be removed at the end of your term. Tables **MUST** be wiped clean of any food or beverage. If after inspection of the Community Room by mall management, the room is found to not have been left in an acceptable condition, a clean-up charge of \$100 will be sent to your organization for payment.
23. Exhibitors wishing to use audio equipment must have prior written approval of mall management and **MUST** keep the volume at a reasonable level.
24. Helium balloons are strictly forbidden.
25. Risk of injury: persons entering upon the premises of the mall for the purposes described in these

rules do so at their sole risk. Neither the mall nor any of its owners, beneficiaries or agents shall have any liability for injury to such persons except liability arising from the willful misconduct of the mall's agents or employees.

26. There will be a fee per day/per unit charges for any exhibit not removed from the mall on the day or time specified by the mall manager or the marketing director. **NO** exhibit shall be moved during mall hours.
27. While you are exhibiting at Walden Galleria, employees or volunteers are required to park at least 15 spaces away from the mall structure.
28. The assigned location will be the discretion of the mall management and is subject to change at the discretion of mall management. **Please check in with Customer Service at 681-7600 x 110 the Wednesday prior to your scheduled event to verify your table location.**
29. All groups must be insured in accordance with the insurance requirements listed below.

WALDEN GALLERIA INSURANCE REQUIREMENTS

- One million dollars (\$1 million) liability insurance certificate from your insurance carrier
- The certificate must be as follows (see attached sample):
 - Name Pyramid Walden Company L.P. and Pyramid Management Group LLC as additional insured
 - State the type of event (i.e. demonstration, fashion show)
 - State the date(s) of the event(s)
 - Be dated within 30 (thirty) days prior to the event
- Certificates may be faxed (716-681-1773) however a hard copy must be received as well
- All insurance certificates must be received no later than 48 hours prior to the day of the scheduled event