



Centennial College Student Association Incorporated (CCSAI)

EVENT PARTNER POLICY FORM

941 Progress Avenue Toronto, ON M1G3T8 Tel: 416-289-5000 ext 53555

HarshBrahmbhatt@CentennialCollege.ca

EVENT PARTNER POLICY

- All Event Partners must be approved and be in good financial standing with Centennial College Student Association Inc. prior to being on campus. We reserve the right to deny any Event Partners access to Student Centre.
- Event Partners are not granted exclusivity to any product or services.
- Event Partners services that are in conflict with the CCSAI, its tenants or Centennial College are not permitted. Examples include, but are not limited to the following:
 - Housing, employment or pyramid marketing schemes
 - Food Services
 - Organizations selling imitation/fake products

Pricing

Final pricing will be provided in a signed quote. Once the quote is signed and accepted by both parties, an official invoice will be created.

To participate in our Event Partner program, please contact HarshBrahmbhatt@CentennialCollege.ca for more information.

- **Cancellation policy;** If the Event Partner cancels after signing the agreement, a cancellation fee of twenty-five percent (25%) of the total charge is not refundable, Cancellations must be received in writing (email: HarshBrahmbhatt@CentennialCollege.ca), no less than three (3) business days prior to the agreed date.
Same day cancellations or no shows will not be rescheduled or reimbursed.
- Event Partner requests **must** include:
 - Full company name
 - Name of individual who will be on site
 - Contact information: phone/cell/email/address
 - Product/Service being offered
 - Website link /information pamphlet
 - Insurance Certificate
 - Requested Events
 - **Event Partner hours are subject to the event run time.**
- **Event Partner requests must be received at least (14) business day's prior to date requested.**
- Event Partner will receive a quote for the event(s) requested. Once the quote is agreed upon, **payment must be received (7) business days prior to date on campus.**

- Event Partners will receive their agreement invoice through email. It must be signed and payment received prior to coming on campus. This agreement must be kept with the vendor while on site.
- Event Partners must conduct themselves accordingly and have knowledge of the CCSAI and Centennial College's Policies (responsibility of vendor to access online information at <http://ccsai.ca/services/advocacy/advocacy-policies/> and www.centennialcollege.ca).
- Event Partners are responsible for their own actions (including all property damages) and those of any guests/employees they bring on campus.
- The Centennial College Student Association Inc., Student Centre or Centennial College does not assume any responsibility for vendors' belongings.
- All pricing is plus HST and includes 1 table 2 chairs. An additional \$25 will be charged per extra table requested. Requests must be made prior to coming on campus.
- **Payment must be paid by one of the following: Visa/MasterCard/Debit/Cash/Cheque. Cheques should be made payable to the "Centennial College Student Centre."**
- Cheques returned "NSF" will be subject to an administration fee of \$30.00 plus applicable bank charges. **Post-dated cheques are not accepted.**
- **For unloading and loading purposes, Event Partners must use the northeast receiving entrance of the Student Centre building only. Vehicle must be removed immediately following loading/unloading**
- **Event Partners is responsible for parking charges.** Vendors must park their vehicle in the visitor's parking area and use the 'pay & display' station. Parking on College property is done at the vendor's own risk and the vendor must abide by Centennial's parking and traffic regulations and the municipal bylaws.
- **Storage space is not available.**
- **All displays must be of a tabletop design (and fit into) the designated area(s).** Event Partners must ensure that displays are safe, do not cause fire or safety violations and must not obstruct walkways or common areas. Promotional material (i.e. Pull up banners, posters etc.) is limited to vendor space and must be approved prior to use. **Hazardous products are not permitted on campus.**
- **AV equipment is not permitted** (i.e.: music/movies etc.).
- The Centennial College Student Association Inc. reserves the right to revoke the Event Partners Agreement at any time and vendor will vacate premises immediately.



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PARTNER INFORMATION FORM

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HarshBrahmbhatt@CentennialCollege.ca

Contact Information	
Full company name:	
Name of individual who will be on site:	
Contact information:	
Telephone	
Cellphone	
Email	
Address	
Website link / Information pamphlet:	

Vending details	
Product/Service being offered: (Description of your company)	
Requested Events:	

I understand and agree to the Event Partner Policy outlined above and certify that the information provided is true and accurate.

Organization Name:

Representative Full Name:

Representative Signature:

Date of Signature: