

**TEDDY BEAR PICNIC
ACTIVITY SPONSOR LETTER OF AGREEMENT**



This agreement made this _____ day of _____, 2017

BETWEEN: Teddy Bear Picnic, Festival Coquitlam Society

AND: Name: _____

Address: _____

e-mail: _____

Phone: _____ Fax: _____

WHEREAS:

Teddy Bear Picnic will hold its annual Festival on June 11, 2017. The Activity Sponsor wishes to participate in the Teddy Bear Picnic as an Activity Sponsor.

In consideration of the mutual promises, covenants, agreements herein and the sum of \$350.00 and/or volunteer service provided by the Activity Sponsor to Festival Coquitlam, the parties agree as follows:

Festival Coquitlam Society will hold the annual Teddy Bear Picnic on June 11, 2017 at Coquitlam Town Centre Park from 11:00am to 4:30 pm.

The Activity Sponsor agrees to the following:

Payment in full of \$350.00

The Activity Sponsor has an interactive children's activity that will be displayed in the tents provided by Festival Coquitlam and **will not facilitate in selling merchandise** or other items.

The Festival Coquitlam Society shall provide power services to the Activity Sponsor provided the request for such services is made to Festival Coquitlam in writing in advance.

The Festival Coquitlam Society shall provide a tent and other requirements as per the enclosed request provided the request is received in writing in advance. Should sponsors so choose to provide their own, please secure (stake) tents to ensure public safety.

The Activity Sponsor shall have its displays set up no later than 10:00 am on Sunday June 11, 2017. The Activity Sponsor will not allow any vehicles on the Festival site, transportation to and from your tent will be provided by the City of Coquitlam.

The Activity Sponsor agrees to indemnify and hold harmless and defend any action taken against Festival Coquitlam and the City of Coquitlam from and against any and all liability whatsoever and howsoever arising from their participation in the Teddy Bear Picnic.

The Activity Sponsor will have the opportunity to view the site if required.

Activity Sponsor – Authorized Signature

Date

Activity Sponsor – Print Name

Phone Number

Teddy Bear Picnic – Authorized Signature

RETURN TO:

Sonia Parmar, Activity Coordinator/Teddy Bear Picnic
2794 Westlake Drive
Coquitlam BC V3C 5K1

Phone: 604-585-1255 ext 316 (daytime) or 604-942-3001 (evenings)
Email: sonia@dpelcga.com

**PLEASE MAKE CHEQUES PAYABLE TO:
FESTIVAL COQUITLAM SOCIETY**

ACTIVITY STATION AGREEMENT: LIST OF REQUIREMENTS

NAME OF ACTIVITY SPONSOR: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

NAME OF INTERACTIVE ACTIVITY: _____

NUMBER OF VOLUNTEERS: _____

DESCRIPTION OF ACTIVITY:

Please specify exactly what occurs at your station, and whether the children will be taking something away, and if so, what:

This may be used to promote your activity in our promotional material including our newspaper ads so please be descriptive.

PLEASE TRY TO BE AS ACCURATE AS POSSIBLE IN LISTING YOUR REQUIREMENTS.

TENT SIZE: (choose one) _____ 10 x 10 _____ 20 x 20

For the initial fee of \$350.00, Festival Coquitlam provides a 10 X 10 tent. The 20 X 20 tent will incur an additional charge of \$150.00.

NUMBER OF CHAIRS: _____

NUMBER OF BANQUET TABLES: _____

POWER (YES/NO) _____

IF YES, INDICATE 15AMP/20AMP _____

NUMBER OF OUTLETS: _____