



## CHARITY AND NOT-FOR-PROFIT VISIBILITY AT UNION

As part of Union's mission to contribute to the vitality of downtown Toronto while fostering community initiatives, Union Station is available for registered Canadian charitable organizations and not-for-profit groups to use space, with permit fee, but not staffing fees, waived, under the following conditions:

1. Bookings are subject to availability. Union will allow one charitable activation event per month.
2. Bookings are limited to one day (7:00 am – 11:00 pm) including set-up & strike. Groups can book only one day (or part thereof) per calendar year with the permit fee waived. Additional days may be booked but are subject to the normal permit fee with applicable discount.
3. No event is guaranteed an annual date on the calendar. A separate application must be made every year.
4. Due to high volume of requests, the charity must submit a request one month in advance to the preferred date in order to be considered.
5. The charity must pay for a Union Event Supervisor to be on-site during the event. All event support fee costs will vary according to the requirements of the event including the use of labour and equipment. An estimate of these costs will be prepared once an application has been made and details of the event are discussed with the programming team.
6. By-laws and Guidelines must be adhered to including the 'Good Neighbour' policy, Non Discriminatory policy, noise restrictions (85 dB max), and Union pedestrian flow.
7. While the team at Union will waive the activation fee, there is still an expectation of a high-quality activation. The charity must provide a rendering of the intended activation and a detailed description of all equipment and personnel to be brought into the Station for approval. Restrictions may be placed on merchandise sold, distributed or sampled, including food and beverage.

Applications for charitable activations will be reviewed as they are received. Applications should be accompanied by information about your organization and must include a Registered Charitable Tax Number or references to your group's endeavors. Information such as websites & newspaper articles would also be helpful.

All charitable requests will be considered as they align to Union's values:

1. **Community** – Everyone belongs
2. **Imagination** – Enacting the best new ideas and possibilities through changing formats with a wide spectrum of partners
3. **Fairness** – Operating with ethics, respect and fellowship
4. **City Building** – Programming high quality offerings, ideas and experience that move Toronto forward

### **NOT FOR PROFIT GUIDELINES**

- Registered Canadian charitable organizations and not-for-profit groups can request a discounted rental fee. Be advised that bookings are subject to availability and must adhere to rules noted above.
- **No event is guaranteed an annual date on the calendar.** Union retains the right to evaluate competitive applications and award event permits accordingly.

### **FUNDRAISING**

- Registered non-profit and registered charitable organizations must obtain written approval from Union for fundraising.
- Selling or distributing t-shirts, buttons, posters, books, magazines or other items is permitted only in support of a registered non-profit or registered charitable organizations with prior written approval from Union programming. Registered non-profit and registered charitable organizations must not