



GRACE HOSPITAL
FOUNDATION

Kiosk Rental Vendor Application

Introduction

Grace Hospital Foundation offers two Kiosks in the main entrance area for sales events at Grace Hospital (“Hospital”). These Kiosks are ideal for crafters, artisans, home-based businesses and information providers. Both Kiosks are located directly across from Tim Hortons, in front of the south facing windows. Both are in a high traffic area of the main Hospital foyer which will provide excellent exposure to the busy Hospital campus that includes staff, physicians, volunteers, patients and visitors.

While the kiosks are made available for rental, please be reminded that it is part of a health care facility and all decisions regarding rentals are made in the best interests of the Hospital.

We are staying safe and practicing the fundamentals:

- Use of hand sanitizer when conducting business.
- Cleaning and sanitizing of the display area.

Contact Information:

Grace Hospital Foundation
300 Booth Drive
Winnipeg, MB R3J 3M7
Phone Number: 204-837-0375

Please send your application to the following email: gh_kioskrentals@ggh.mb.ca

Kiosk Rental Administrators:
Manuel Ortega, *Administrative Coordinator*
Yvonne Dubé, *Communications & Events Coordinator*

Application Form

Business Name:		Contact Name:			
Mailing address:					
City:		Province:		Postal Code:	
Telephone:		Cell:			
Email:			Website:		
Social Media Handles:					
Credit Card Number:			Expiry date (MM / YY):		
Cardholder Name:			CVV:		

Description of Product(s)

I have read, understood and will comply with the terms set out in the documents now in my possession:

1. Kiosk Rental Terms & Conditions
2. Personal Health Information Act (PHIA)
3. Protection Services Department – Fire Orders

Date: _____ **Vendor Signature:** _____

Please provide a list of preferred rental dates: _____

<u>ADMINISTRATION ONLY</u>	
Application Accepted? YES NO	DATES BOOKED: _____

Kiosk Rental Terms and Conditions

Kiosk Rental Application / Fees

Grace Hospital Foundation reserves the right to refuse rental applications that are inconsistent with the mission, goals and philosophy of Grace Hospital, or conflict with existing Hospital business enterprises. Rental payment is made through Grace Hospital Foundation. Vendors will be provided with a receipt.

Only Completed Applications will be accepted - Fully Completed Applications will be received via email.

Rental Fees

Kiosk A (per day 8:30am to 4:30pm): \$60.00
(includes use of two chairs)

Kiosk B (per day 8:30am to 4:30pm): \$60.00
(includes use of two chairs)

Prices are subject to change.

Late Departure Penalty: \$10.00

Short Notice Cancellation Fee: \$60.00
(less than 3 days in advance and no shows)

NSF cheques are subject to a \$40.00 processing charge

- Vendors must pay their kiosk fee at time of booking or prior to set up. Payment can be made through debit, credit, cheque or e-transfer to donations@ggh.mb.ca. A receipt will be provided to you.
- Vendors will be required to provide credit card details at the time of booking that will be kept on file. Credit card will be charged for bookings, short notice cancellations, NSF cheques, late departure penalty, and any additional fees. You will be notified prior to your credit card being charged.
- Grace Hospital Foundation / Hospital are not responsible for any lost, stolen or damaged merchandise.
- Violation of these terms and conditions resulting in a fee will be charged without notice.

Selection Process

Vendors are welcome to apply for consideration at any time. All applications will be reviewed according to the best interests of the Hospital.

Advertising

Grace Hospital Foundation will promote the vendor kiosks through our social media channels, posters in the elevators, staff Intranet, GHC Connect (when possible) and main entrance signage.

Approval of Items for Sale

Only items as submitted at time of application and approved may be sold. Items in conflict with Hospital retail partners will be determined by the Administrators. The Hospital will not endorse items sold by Vendors at the Kiosks.

Restricted Items / Restrictions of Sales

- Non-established wellness / cures / treatments
- Sale of food, confectionery and beverages from unlicensed businesses
- Used items
- All baked goods must be wrapped and labeled with contact information and ingredients – no open food is to be sold.
- Registered charities and organizations seeking donations
- Other items deemed contrary to Grace Hospital Philosophy

Approval of Application

Once application has been received and reviewed, all attempts will be made to contact the Vendor as soon as possible. Approval of contract does not constitute commitment to booking date. The Hospital does not provide exclusivity to any Vendor.

Vendor Contact Information

Vendor contact information must be kept current, for Vendor follow-up and return issues. Vendors who do not comply with the policy and guidelines may have their rental privileges suspended or revoked.

Notice of Cancellation

Notice of cancellation is required by telephone or e-mail at least three days in advance of the booking date. Failure to give notice will result in the forfeiture of the rental fee or short notice cancellation fee equivalent to the rental fee for Kiosk A and Kiosk B.

Set up Time

Vendor may begin setting up no earlier than 8:00am and must have removed all displays by 5:00pm. Business will be conducted between 8:30am and 4:30pm only.

Limitations of Activities

- All displays and storage must be visually appealing and acceptable to the Hospital. Displays and storage must not impede, infringe upon, obstruct or hinder the other Vendor displays. All boxes, bags, extra stock, etc. are to be stored under or behind the kiosk.
- Arrangement of merchandise displays must not impede the sight lines or traffic flow as determined by the Hospital. Vendors must abide by all Hospital rules and regulations.
- Kiosk must be always staffed by the vendor. Staff or volunteers are not available for coverage on breaks or mealtimes.
- All persons conducting business within the Hospital are required to be aware of the Fire Safety Policies and Procedures as stipulated by the Hospital. All displays of products must conform to the guidelines set out in the Manitoba Fire Code.
- The vendor must adhere to any request made by Hospital Security or Emergency personnel, even if this requires them to vacate the premises.
- All vendors must adhere to the Personal Health Information Act (PHIA), which stipulates that patients have a right to privacy. Vendors are required by law not to disclose any information about patients, including the fact that they were at Grace Hospital, as per PHIA.

Acceptable Conduct

- Professional conduct and attire are always required.
- Vendor will provide a sale receipt to customers for transactions clearly stating company name, phone number, contact name and GST number if applicable and requested by customer. Vendors may not solicit individuals outside of the Kiosk area.
- No music is permitted.
- Appliances such as small coolers are permitted with approval from Administrators.
- Smoking is prohibited in and on hospital grounds.

Clean-up / Damages

- Vendors are responsible for cleaning their assigned area. Garbage, boxes and packaging must be removed.
- Vendors may be charged up to the full cost of any special maintenance repairs and housekeeping services required to restore the rented space to its original condition. This includes removal of any garbage (boxes and packaging).
- Vendors may be charged up to the full cost of replacing damaged furniture and fixtures, which includes kiosks, and chairs. Damages may result in denial of future bookings.

Hospital Emergencies / Events

In the event of a Hospital emergency or other situation, Grace Hospital Foundation reserves the right to cancel any vendor booking at any time if the vendor area is needed for hospital business (i.e. press conference). The vendor will receive a full refund.

Parking

Paid parking is the responsibility of the vendor. Rates are subject to change.

Loading

Loading is permitted in the Main Entrance roundabout (15 minutes maximum). Violations may result in the vendor's vehicle being ticketed or towed.

Indemnification

The Vendor agrees to indemnify and hold harmless Grace Hospital Foundation and Grace Hospital from and against all liability, claims actions, damages, expenses or loss due to or arising from either the Vendor's use of the area or the acts of neglect of the Vendor's employees or those for whom it is, by law, responsible.

Insurance

The Vendor shall carry their own liability insurance. Kiosks must be used and occupied only by the Vendor that has booked the space for the purpose agreed upon and approved. Grace Hospital Foundation and Grace Hospital are not responsible for any lost, missing or damaged property belonging to the Vendor.

Other Information

- Power is provided – one standard 2 plug 110v outlet per Kiosk rental.
- Cell phones are allowed throughout the Hospital in non-patient care areas.
- Public washrooms are located near the Kiosk.



GRACE HOSPITAL

PERSONAL HEALTH INFORMATION ACT (PHIA)

INFORMATION SHEET FOR CORPORATIONS / VENDORS / INDIVIDUALS ON BUSINESS AT GRACE HOSPITAL

Grace Hospital is bound by Manitoba's Personal Health Information Act (PHIA). PHIA obliges all those associated with the Hospital to protect patients' confidentiality and privacy.

While you are at Grace Hospital, we **require** that you adhere to the following:

1. Keep all patient personal health information confidential and private. Do not discuss any patient information you may hear or see with anyone who does not need to know this information to do their job.
2. Do not share any patient personal health information:
 - a. in the presence of someone who does NOT need to know this information.
 - b. in public places such as elevators, lobbies, cafeterias or outside the hospital in public places or in your home.
3. If you are not sure what is the right thing to do in a specific situation, discuss it with hospital staff.
4. The Confidentiality Policy and PHIA-related policies are available at Grace Hospital Administration.

IMPORTANT FACTS ABOUT PHIA ARE:

- PHIA is about "Personal Health Information" (PHI) which includes all information that could **identify** an individual and includes: the patient's name and address, health or health history, behaviour from illness or treatment, type of care or treatment provided, numbers or symbols, i.e., the Personal Health Identification Number (PHIN), financial situation, home conditions or difficulties, other private matters such as age, sexual orientation
- Patients have the right to confidentiality about their PHI.
- Information that could identify someone and link it to their PHI is not to be shared except for the following: the person needs the information to do their job and / or the patient gives permission to disclose the information.
- PHI is not discussed in public places within Grace Hospital and PHI **is not to be discussed by you outside Grace Hospital.**

Everyone associated with Grace Hospital is **governed by PHIA.**



GRACE HOSPITAL

PERSONAL HEALTH INFORMATION ACT (PHIA)

INFORMATION SHEET FOR CORPORATIONS / VENDORS / INDIVIDUALS ON BUSINESS AT GRACE HOSPITAL

I understand that I am required to keep all "Personal Health Information" confidential.

Dated this _____ day of _____ 20 ____.

Witness' name (print)

Vendor's name (print)

Witness' signature

Vendor's signature

Department / Area

Name of Company / Organization



GRACE HOSPITAL

Grace Hospital Protection Services Department Fire Orders

An active Fire Safety Program is in place at Grace Hospital. All persons conducting activities within the Hospital are required to be aware of and follow Fire Safety Policies and Procedures. The following regulations apply to all vendors and others using rental space in the main entrance foyer.

1. Tables, racks, chairs or any other items **must not** obstruct corridors, exits or fire safety equipment (fire alarm pull stations and portable fire extinguishers).
2. The use of candles and sparklers is prohibited.
3. If the fire alarm sounds:
 - Listen to the building overhead paging system to determine the location of the alarm. The Hospital paging code for fire is “CODE RED” followed by the location of the alarm. Do not use the building elevators.
 - Discontinue all non-emergency use of telephones.
 - Remain where you are and request all persons in your area to remain until further instructions are received, or the ALL CLEAR is paged.
 - When you are given the ALL CLEAR, return to your normal activities. The ALL CLEAR may be given over the paging system, verbally by the most senior Winnipeg Fire Department person on the scene, verbally by the Hospital Fire Marshall, or verbally by an authorized delegate.