



St. Boniface General Hospital

## **Kiosk Rental Vendor Application**

### **Introduction**

St. Boniface General Hospital offers one Kiosk (Kiosk A) and a table space (Side D) in front of the Gift Shop by the window displays (Side D) for sales events at St. Boniface Hospital (“Hospital”). The Kiosk and table space are ideal for crafters, artisans, home-based businesses and information providers. Kiosk A is located near the Everett Atrium and the main visitor elevators and Side D is in front of the Gift Shop by Information desk/gift shop window displays). Both are located in a high traffic area in the main Hospital foyer which will provide excellent exposure to the busy Hospital campus that includes staff, physicians, volunteers, patients and visitors.

While the kiosk and table space are made available for rental, please be reminded that it is part of a healthcare 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:**

La Boutique - Gift Shop  
St. Boniface General Hospital  
409 Taché Ave  
R2H 2A6 Winnipeg, MB  
Phone Number: 204-237-2313

Please send your application on the following emails:

[kioskrentals@sbggh.mb.ca](mailto:kioskrentals@sbggh.mb.ca)

[giftshop@sbggh.mb.ca](mailto:giftshop@sbggh.mb.ca)

## **Application Form**

Business name:	Contact name:
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existing Hospital business enterprises. Rental payment is made through the Gift Shop. 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 8:30 to 4:00): \$100.00  
*(includes use of kiosk, 6' table)*

Side D (per day 8:30 to 4:00): \$125.00  
*(includes use of one 6' table)*

*Prices are subject to change.*

Late Departure Penalty: \$25.00

Table Rental \$5.00/table

*(for one extra table only for Kiosk A)*

Short Notice Cancellation Fee: \$100.00 for Kiosk A  
\$125.00 for Side D

NSF cheques are subject to a \$45.00 processing charge

- Vendors will be required to provide a 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.
- Vendors requiring additional display racks, fixtures or tables will be assessed an additional rental fee depending upon Vendor requirements and space usage.
- Violation of these terms and conditions resulting in 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.

**Approval of Items for Sale**

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

**Restricted Items/ Restrictions of Sales**

- Flower arrangements fresh, silk, wooden or artificial
- Purses
- Scarves/ shawls/ pashminas
- Clothing
- Books/ magazines/ newspapers
- Toys/ games/ puzzles/ plush
- 3<sup>rd</sup> party sales are prohibited (Vendor must be principle company representative)
- Non-established wellness/cures/treatments
- Spa services

- Sale of food, confectionary and beverages from unlicensed business.
- Consumable products
- Scented products
- Manufactured Greeting Cards
- Used items

### **Approval of Application**

Once application has been received and reviewed all attempts will be made to contact 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 seven 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 Side D.

### **Set up Time**

Vendor may begin set up no earlier than 8:00 a.m. and must have removed all displays by 4:30 p.m. Business will be conducted between 8:30 a.m. and 4:00 p.m. 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.
- Vendor storage, if used as display may be assessed as additional display and may result in a fee.
- Arrangement of merchandise displays must not impede the sight lines or traffic flow as determined by the Hospital. Vendor must abide by all Hospital rules and regulations.
- 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 St. Boniface General Hospital, as per PHIA.

### **Acceptable Conduct**

- Professional conduct and attire is required at all times.
- Vendor will provide sale receipt to customers for transactions clearly stating company name, phone number, contact name and GST number if applicable. Vendors may not solicit individuals outside of the Kiosk area.
- No music or appliances are permitted.

**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, tables and chairs. Damages may result in denial of future bookings.

**Hospital Emergencies**

In the event of a Hospital emergency or other situation, the vendor's booking will be cancelled or rescheduled.

**Parking**

Parking (for a fee) is available in various areas of the Hospital. Due to the ongoing constructions, if it is possible, we advise that vendors be dropped off and picked up.

**Loading**

Loading is permitted in the Main Entrance round-about off Taché Ave. (15-minute maximum). Violations may result in vehicle being ticketed or towed.

**Indemnification**

The Vendor agrees to indemnify and hold harmless St. Boniface General 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 his/her 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. The Hospital is not responsible for any lost, missing or damaged property belonging to the Vendor.

**Other Information**

- Rental Kiosk dimensions: top portion used for selling is 4' wide, 7' long, 4' tall. One side has 3 shelves, 9" between each shelf (ideal for display) The other side has two shelves 9" on the top and 18" on the bottom (ideal for storage).
- Power is provided – one standard 2 plug 110v outlet per Kiosk rental.
- Cell phones are allowed throughout the Hospital in non-patient care areas.
- Everett Atrium Services: La Boutique – Gift Shop, INS Store, Robin's, Café Marché, and Munroe Pharmacy.
- Public washrooms are located near the Kiosk.

## PERSONAL HEALTH INFORMATION ACT (PHIA)

### INFORMATION SHEET FOR CORPORATIONS/VENDORS/INDIVIDUALS ON BUSINESS AT ST. BONIFACE GENERAL HOSPITAL

St. Boniface General 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 St. Boniface General 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:
  - in the presence of someone who does NOT need to know this information
  - 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 staff at the hospital or call the Privacy Officer, Will Daley at 204-237-2654.
4. The Confidentiality Policy and PHIA-related policies are available in the Administrative Policy binders.

#### IMPORTANT FACTS ABOUT PHIA ARE:

1. 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
2. Patients have the right to confidentiality about their PHI.

3. Information that could identify someone and link it to their PHI is not to be shared with the exception of the following:
  - the person needs the information to do their job;
  - the patient gives permission to disclose the information.
4. PHI is not discussed in public places within St. Boniface General Hospital and **PHI is not to be discussed by you outside St. Boniface General Hospital.**
5. Everyone associated with St. Boniface General Hospital is **governed by PHIA** you.

**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

## St. Boniface General Hospital Protection Services Department – Fire Orders

An active Fire Safety Program is in place at St. Boniface General 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 Atrium.

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:
  - a) 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.
  - b) Discontinue all non-emergency use of telephones.
  - c) Remain where you are and request all persons in your area to remain until further instructions are received, or the ALL CLEAR is paged.
  - d) 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.