



# Canadian Football Hall of Fame and Museum



## POLICY FOR RENTAL OF THE GREY CUP TROPHY

The Grey Cup Trophy is owned by the Canadian Football League (CFL) and is an invaluable artefact. The Board of Directors of the Canadian Football Hall of Fame and Museum acts as the trustee of the Trophy. As trustee, the Board of Directors is responsible for the proper care of the Trophy while on display at the Canadian Football Hall of Fame and Museum and is responsible for coordinating all requests to borrow the Trophy. The following list of procedures must be followed for every request made to rent the Trophy.

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1. Submit your request in writing using the attached Grey Cup Trophy Request Form. At least two weeks advance notice is required in order to obtain proper approval. If you wish to determine the Trophy's availability prior to submitting your request please call the Executive Director at (905) 528-7566 or e-mail at info@cfhof.ca
2. Rental of the Grey Cup Trophy will be dependent: upon the availability of the Grey Cup Trophy as well as the availability of a member of the Board of Directors, staff member or individual designated by the Board of Directors to escort the Trophy.
  - a. The minimum daily charge for the Grey Cup Trophy is four (4) hours, plus expenses outlined later in this document. (page 2, sec 2)
3. The request to rent the Grey Cup Trophy will be reviewed and approved by the Executive Director. In exceptional cases the Executive Director may refer the request to the Board of Directors for review and approval at their next scheduled meeting. The Board of Directors meets once per month year round. You will be contacted by the Executive Director regarding your request. All decisions are final.
4. **Please note:** The Grey Cup Trophy is not available one week prior to the Grey Cup Game, or two months following the Grey Cup game. All requests for the use of the Grey Cup Trophy for Grey Cup week must be forwarded directly to the CFL Head Office at 50 Wellington St. East, Toronto, Ontario M5E 1C8 or call (416) 322-9650.
5. Requests for rental of the Grey Cup Trophy will not be considered if there are any outstanding payments owed to the Canadian Football Hall of Fame and Museum for any reason.
6. **Cancellation Policy:** Written notice of cancellation of a Grey Cup request must be received by the Canadian Football Hall of Fame and Museum. **All expenses incurred (to date of Cancellation)** as a result of the Grey Cup request plus a fee of \$50.00 will be billed accordingly.

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## Rental Expenses:

1. A rental fee of \$300.00 + HST will be charged to the Organization requesting the Grey Cup Trophy for a minimum period of four (4) hours. Events exceeding four hours will be charged a fee of \$50.00 per hour.
2. The requestor must pay all expenses for a Board member, Hall of Fame staff member or individual designated by the Board of Directors to travel with and bring the Grey Cup Trophy to the requested destination. The representative from the Hall of Fame must be with the Trophy at all times and will be solely responsible for the safety and security of the Grey Cup Trophy. These expenses include but are not limited to the following:
3. Return airfare from Hamilton or Toronto; mileage at 0.50¢/km; hotel accommodation for each night required; parking at the airport, airport limo/transportation, taxi's, car rental & fuel (if required), any oversized baggage fee charged by airline and a Per Diem of \$80.00 per calendar day or part thereof (including travel days).
4. VISA or MASTERCARD number with expiry date must be provided at the time of the request. Unless instructed otherwise upon completion of the rental the appropriate card will be billed for the rental expenses incurred.

**The Canadian Football Hall of Fame and Museum will work co-operatively with the requestor to minimize travel and all related expenses in escorting the Grey Cup Trophy to its destination.**

**In instances where the Grey Cup Trophy is requested for more than seven (7) consecutive days the requestor may be responsible for the cost of a second travel expense to ensure the continuous presence of a Board member, staff member or person designated by the Board of Directors.**

**Such cases will be dealt with on a case by case scenario.**

October 7, 2010

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# Canadian Football Hall of Fame and Museum



## Canadian Football Hall of Fame and Museum Grey Cup Trophy Third Party Rental Request Form

Please phone the Hall of Fame to confirm availability of dates prior to faxing in confirmations. We cannot guarantee the availability of dates for forms faxed to us without notice.

Rental Date(s): \_\_\_\_\_ Rental Time: \_\_\_\_\_

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Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Grey Cup Loan Fee

Minimum per day loan fee is \$300 plus HST for a four (4) hour time. Request for more than four (4) hours will be charged a prorated fee of \$50 per hour.

### Event Details

Please provide dates and details as to what the event is and how the Grey Cup Trophy will be used during the requested period.

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### Cancellation Policy

We require 2 weeks written notice of cancellation for a Grey Cup request. It must be received by the Canadian Football Hall of Fame and Museum, or the requestor will be billed a fee of \$50 and all expenses incurred to date.

I have read the Grey Cup loan policy and agree with the terms there in. Yes

Credit Card Number \_\_\_\_\_ Exp: \_\_\_\_\_

Credit Card Type: VISA  MC  AMEX

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Fax to 905-528-9781

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