



THIRD PARTY EVENTS GUIDELINES & REGISTRATION FORM

Hope 24/7* relies on the community's generous support. We sincerely appreciate your interest in our Agency, and that you wish to support the work we do in Peel Region. Together we can achieve a community without relationship or sexual violence.

Included in this package you will find our terms and conditions for hosting a third party event, as well as our registration/event agreement form. This form must be completed, signed and returned to us before you start advertising your event.

We would be happy to assist you with any questions you have, so please contact us at 905-792-0821 for assistance.

Thank you!

*Please note the Agency's legal name is Sexual Assault/Rape Crisis Centre of Peel.

TERMS & CONDITIONS

1. Event organizers shall complete and sign the third party registration/event agreement form before marketing their event.
2. All printed materials must be approved by the Hope 24/7 Chief Executive Officer prior to printing and must clearly state the amount of proceeds we are receiving from the event. E.g. all proceeds, net proceeds, partial proceeds, or percentage of proceeds.
3. When using our logo we insist that you adhere to our colour guidelines and that no changes are made to our logo. Hope 24/7 has sole jurisdiction over the use of our logo and any promotional materials created using the name and/or logo.
4. Hope 24/7 will NOT endorse the sale of any products or services.
5. The third party event may not be for the purpose of obtaining business contacts to benefit the third party's business; this may be considered a conflict of interest.
6. If for any reason we feel that our reputation may be compromised, we reserve the right to cancel our agreement. We are not responsible for any financial or other damages that may result from such cancellation.
7. All sporting events require that participants sign a waiver form, waiving Hope 24/7 (and our legal name of Sexual Assault/Rape Crisis Centre of Peel) of physical, personal, financial or other liability.
8. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.
9. Event organizers shall acquire all permits and licences and are responsible for all advertising for the event. Hope 24/7 will promote the event on our website provided we receive at least half the proceeds of the event. This will be posted no earlier than 45 days before the event.
10. Hope 24/7 is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third party event.
11. A tax receipt will be issued at the sole discretion of Hope 24/7 according to Canada Revenue Agency and MUST be agreed upon prior to the event. When forwarding a list of donors for tax receipting purposes, individuals must be made aware of the fact that organizers are forwarding this information to Hope 24/7. Individuals must be given an option of not having their information forwarded, or opting out.
12. In order to conduct a lottery, bingo, raffle, 50/50 draw or game of chance, a licence must be obtained. Hope 24/7 does NOT lend its name to lottery licences run by independent third party events.
13. Hope 24/7 is not responsible for selling tickets to the third party event.
14. We ask that any sponsors supporting your event are in line with Hope 24/7's Vision, Mission and Core Value. We will not support events whose donors promote the use of violence, weapons or inequality.
15. Hope 24/7 may possibly provide, if requested and available, volunteer support, a speaker or representative at the event, display or brochure materials.
16. For all third party events/fundraisers, event organizers agree to provide the Agency with a minimum donation of \$250, regardless of monies raised.

Initials of Event Organizer(s)

REGISTRATION AND AGREEMENT FORM

General Information:

Name of Group/Organization:

Contact Person:

Address of Group/Organization OR Contact Person:

City:

Province:

Postal Code:

Phone:

Email:

Event Information:

Name of Event:

Date(s) of Event:

Time(s):

Event Location:

Brief Description of Event:

Expected Number of Attendees:

Revenue Goal:

What Proceeds will be donated to Hope 24/7:

All Proceeds (no expense deductions) Net Proceeds (minus deductions)

Partial Proceeds (portion of each ticket sold)
List Amount of Proceeds: _____

Percentage of Proceeds (list percentage ___%)

Will other charities benefit from this event?: Yes No

If yes, please list:

Support:

Will you need Hope 24/7 to issue tax receipts? Yes No

Will you need a speaker at the event: Yes No

Do you wish to have:

A Display Brochures (list quantity)

Volunteers (list quantity)

Volunteer Duties:

Staff Representation

Use of Logo

Letter of Support

Sponsorship:

Are you planning on soliciting sponsorship for this event: Yes No

If yes, please list individuals and/or companies that will be approached:

I/we agree to provide a minimum donation of \$250 regardless of event outcome.

I hereby acknowledge I have read and understand the Terms and Conditions of Hope 24/7 Third Party Event and will adhere to them, as outlined in this document. I hereby give permission to Hope 24/7 to post our third party event on their website.

Print Name

Witness Print Name

Signature

Signature

Date

Date

Please sign and return the completed form to:
Chief Executive Officer
Hope 24/7
2250 Bovaird Drive East, Unit 610
Brampton ON L6R0W3

Or fax to the attention of the CEO: (905) 792-1567

Or email: **Laura.Zilney@Hope247.ca**