



Third Party Events Guidelines & Registration Form

Women's Crisis Services of Waterloo Region 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 Waterloo Region. Together we can help women and children move beyond violence! Thank you!

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, please complete, sign and return this form to us before you start advertising your event.

We would be happy to assist you with any questions you have, so please contact:

Jenna Freeman,
Communications & Fund Development Manager

519.741.9184 ext. 2003 for assistance.

Thank you!

Terms and 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 Fund Development Manager prior to printing and must clearly state the amount of proceeds we are receiving from the event, i.e. 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. Women's Crisis Services has sole jurisdiction over the use of our logo and any promotional materials created using the name and/or logo.
4. Women's Crisis Services 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 Women's Crisis Services of physical, personal and financial 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. Women's Crisis Services will promote the event on our website and facebook provided we receive at least half the proceeds of the event. This will be posted no earlier than 45 days before the event.
10. Women's Crisis Services is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third party event.
11. Tax receipt will be issued at the sole discretion of Women's Crisis Services 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 Women's Crisis Services. 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 by the charity. Women's Crisis Services of Waterloo Region does NOT lend its name to lottery licences run by independent third party events.
13. Women's Crisis Services is not responsible for selling tickets to the third party event.
14. We ask that any sponsors supporting your event are in line with Women's Crisis Services Mission, Vision and Values. We will not support events whose donors promote the use of guns, violence or inequality against women.

15. Women's Crisis Services may possibly provide if requested and available, volunteer support, a speaker or representative at the event, display or brochure materials.

Registration and Agreement Form

General Information

Name of Group/Organization: _____

Contact: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Event Information

Name of Event: _____

Date(s) of Event: _____ Time(s): _____

Event Location: _____

Description of Event: _____

Expected number of attendees: _____ Revenue Goal: \$ _____

What proceeds will be donated to Women's Crisis Services of Waterloo Region?

- All proceeds (no expense deductions) Net proceeds (minus expenses)
 Partial proceeds (portion of each ticket sold) Percentage of proceeds (list percentage _____ %)

Will other charities be benefiting from this event? Yes No

If yes please list: _____

Support

Do you need Women's Crisis Services to issue tax receipts? Yes No

Do you want a speaker from our agency at your event? Yes No If yes, when _____

Do you need our pop-up display? Yes No

Do you need brochures? Yes No If yes, how many? _____

Sponsorship

Are you planning on soliciting sponsors for this event? Yes No

If yes, please list the names of potential sponsors that you are approaching:

I will adhere to the Terms and Conditions of Women's Crisis Services Third Party Events, as outlined in this document. I give permission to Women's Crisis Services of Waterloo Region to post our third party event on their website.

Print Name

Signature

Date

Please sign and return the completed form to:

Jenna Freeman
Communications & Fund Development Manager
Women's Crisis Services of Waterloo Region
700 Heritage Drive
Kitchener, ON N2A 3N9

Or fax to:
519.741.1478
Attention: Communications & Fund Development Manager

Or email:
Jenna.Freeman@wcswr.org