



Third Party Event Guidelines & Agreement Form

BCHS Foundation Third Party Event Guidelines & Agreement Form

Thank you for your interest in supporting the Brant Community Healthcare System (BCHS) Foundation by hosting a third party event. In order to assist you with the planning and execution of a successful event, we ask that you read the Third Party Guidelines and fill in the Agreement Form.

This application must be approved by the BCHS Foundation prior to publicizing or holding the event. Where possible, please submit at least one month prior to your event.

Guidelines:

We are grateful that you have chosen the BCHS Foundation as a recipient of your fundraising event. Community support is the key to our success and we recognize the efforts it takes to organize and hold an event on our behalf.

In order to help your event run more smoothly, we have created third party guidelines for fundraising events. If you have any questions, please do not hesitate to contact the BCHS Foundation office at 519-751-5510 or email foundation@bchsys.org

What does BCHS Foundation request of third party event organizers?

- Contact BCHS Foundation to register new events or update us on continuing events. It is important that our organization is aware of all events that are held in support of our programs.
- It is the event organizer's responsibility to communicate to sponsors, participants and the general public that the BCHS Foundation is not conducting the event, but is the BENEFICIARY of the event.

The BCHS Foundation can provide the following assistance, once your event has been approved:

- Advice on event planning.
- Attendance of a BCHS Foundation representative, when appropriate or available.
- Event listing on our website and social media outlets, internal BCHS advertising.
- A support letter that validates the authenticity of the event/organizer, from date of issue until the event is complete.
- Limited supplies, such as BCHS Foundation brochures, as appropriate and available.

The BCHS Foundation cannot provide the following:

- Funding or reimbursement for event expenses. All event expenses and revenues (including registration fees) need to be managed by the third party event operator.
- Use of our charitable registration number for monetary or product contributions, or, for raffle, liquor or other permits.



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- Donor or sponsor lists.
- Guaranteed attendance of staff or volunteers at your event.

Additional Guidelines:

- All third party events require completion and approval of our BCHS Foundation Third Party Agreement Form.
- All publicity (including media releases, print/promotional material) for the proposed event must be approved by the BCHS Foundation prior to being printed, released etc.
- The BCHS Foundation name and logo may not be used by a third party/community event on an ongoing basis, unless permission in writing has been granted to the third party by the BCHS Foundation.
- The event organizer will obtain all necessary permits, licenses and insurance for the event.
- All funds and tax receipt information, if approved to issue receipts, must be obtained by the BCHS Foundation within 30 days after the event.
- If the event is cancelled, please notify the BCHS Foundation at least one week prior to the event.
- The BCHS Foundation shall have the right at any time and for any reason to request that the event organizer/Third Party event cease to use the name of the Brant Community Healthcare System Foundation in connection with the event and the event organizer/Third Party shall use its best efforts to comply with such request.
- The BCHS Foundation will not assume any legal or financial liability at a community/third party event.
- The BCHS Foundation is not responsible for any damage, accidents to persons or property at a community/third party event.
- Any alterations to any guidelines provided in this agreement, must be made in writing and agreed to by the BCHS Foundation.

Tax Receipt Guidelines:

It is very important that you understand the rules of tax receipting BEFORE you plan your event. For further clarification on what can be receipted, you can speak to a BCHS Foundation representative. It is your responsibility to communicate with donors regarding tax receipts. A full explanation of charitable receipting as it applies to third party events is available on the Canada Revenue Agency website at: Third party fundraisers - Canada.ca

The BCHS Foundation will only issue tax receipts for the amount of the actual donations received by our organization. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.

The BCHS Foundation is permitted to issue tax receipts to individuals that make a monetary donation without receiving a tangible item or benefit in return. Tax receipts can be provided for donations of \$20 or more. Please discuss with the BCHS Foundation the information we require



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to issue a tax receipt (contact information etc.). Sponsors or other corporate contributors are not eligible for a charitable tax receipt when they are receiving an advantage of recognition at your event. A business letter will be provided as proof of their contribution. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.

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Event Organizer Contact Information

Main Contact Name for Event:

Organization Name (if applicable):

Address:

City/Prov/Postal Code:

Phone and Email:

Additional Contacts (please list):

Event Details:

Name of Event:

Event Description:

Expected number of participants:

How will funds be raised?

Event Date:

Time of Event:

Location of Event (include address):

Fundraising Goal (\$):

What factors made you choose the BCHS Foundation as the benefactor of your event?:

Is there a BCHS Volunteer or Staff connection?:



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Are there other charities involved in delivering the event or receiving proceeds as a beneficiary? If yes, please list:

Including this year, how many years have you held this event?

Projected Budget:

Projected Gross Revenue:

Projected Expense:

*Projected Net Revenue:

**Please note that we realize these figures are estimates. Please use your best guess; we will not hold you accountable to those numbers. All event costs must be paid either directly by the organizer or come out of event proceeds, prior to donation to the BCHS Foundation.*

Promotion/Marketing:

How will you publicize the event (please attach samples of publicity materials):

Website (if applicable):

BCHS Foundation Involvement:

*BCHS Foundation Representative Requested at Event? YES/NO

Please provide details of expectations for BCHS Foundation Representative (speech requirements, arrival, length of time needed, dress code, cheque presentation):

**Please note that we will make every effort to have a BCHS Foundation representative at your event if requested, but we cannot always guarantee attendance of staff or volunteers.*

Promotional Materials – Items Requested:



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Would you like to borrow a BCHS Foundation pop-up banner? YES/NO

Do you need BCHS Foundation general brochures or newsletters? YES/NO

Do you need BCHS Foundation donation cards? YES/NO

Other requests:

Additional Information:

Does your event require liquor or gaming licenses? YES/NO

Please note that the Alcohol and Gaming Commission of Ontario (AGCO) regulates liquor permits and gaming activities including, but not limited to bingos, 50/50 Draws and raffles which require an approved application and fee payment.

Be sure to allow at least 6-8 weeks to process applications, which fall under the responsibility of the third party event organizer's responsibility. Please visit: <https://www.agco.ca/>

Please read the following and sign:

I have read and understand The BCHS Foundation Third Party Event Guidelines as well as my role as an event organizer.

ACCEPTED AND AGREED:

Name of Applicant:

Signature of Applicant:

Date:

EVENT APPROVED BY THE BCHS FOUNDATION:

Signature:

Title:

Date: