

COLON CANCER CANADA THIRD PARTY EVENT GUIDELINES AND AGREEMENT

Thank you for supporting Colon Cancer Canada through your special fundraising event (the “**Event**”)! Below you will find a series of guidelines and conditions to consider in accordance with our policies.

Guidelines

- This application must be completed and submitted to Colon Cancer Canada (“**CCC**”) by the organizer or host of the event (the “**Organizer**”) at least four (4) weeks prior to the event date. Approval is granted on a per event basis.
- The Event must be in agreement with CCC’s mission and promote a positive image of CCC.
- The Organizers must received prior permission from CCC for the use of CCC’s logo and name in any manner whatsoever. All event materials featuring CCC’s logo/name must be approved in writing by CCC prior to printing and distribution, which approval may be withheld or revoked by CCC in its sole and unfettered discretion. You may submit these by mail, fax or email:
Attn: Community Relations & Event Coordinator, Colon Cancer Canada, 5915 Leslie St., Suite 204, Toronto, ON M2H 1J8 or fax to **416-785-0450** or email to kelsey@coloncancercanada.ca
- Event materials may not state that CCC is a sponsor or co-sponsor of the Event. Event materials must clearly indicate that CCC is a beneficiary of funds derived from the event. If CCC is not receiving 100% of the funds derived from the Event, event materials must state what percentage or in what way CCC will benefit from the Event.
- CCC cannot and does not assume any type of liability for your event. In particular, the Organizer agrees to waive any and all claims and/or liabilities and to release CCC from any and all claims and/or liabilities for any loss, damage, expense or injury that the Organizer or its executors, administrators, assigns, successors, heirs, and/or legal or personal representatives may suffer as a result of the Event, due to any cause whatsoever, and further agrees to hold harmless and indemnify the CCC from any and all liability for any loss or damages to any third party resulting from the Event.
- “Your event must be carried out in compliance with all applicable laws, and you agree to obtain all necessary permits, licenses and insurance. For certain types of events, CCC may require you to acquire insurance having certain minimum requirements, and provide proof if requested. For events involving alcohol, CCC may require copies of liquor licenses for venues and/or special event permits.”
- The Organizer may not enter into any agreements or contracts using CCC’s name, nor should the Organizer attempt to commit CCC to any obligation of any sort without the express prior written consent of CCC.
- CCC may provide, at its own discretion, existing promotional materials featuring its name and logo for use solely at the Event. (All left over materials must be returned to CCC).
- CCC may provide receipts for donations made by cheque to “Colon Cancer Canada” through the Event if such donations are accompanied by the required documentation.
- CCC will not provide staff, volunteers or monetary support unless expressly agreed to.
- The Organizer may respond to media enquiries relating to the Event, however, inquiries relating to CCC must be forwarded to CCC.

Application (A, B & C)

A: Contact Information and Agreement

Organization and/or Contact Name:.....

Address: City:..... Prov:..... Postal Code:

Phone: Cell: Email:

I have read, understand and agree to the above guidelines.*

Signature: Date:

(*In the event the Organizer or person signing this form is under the age of 18, that persons parent or legal guardian must also sign below)

Parent/Guardian Name: Relationship:

Signature: Date:

B: Event Information

Event Name:

Event Date: Time:

Event Description:

Location (s):

Name of Alternative Event Contact: Phone:

Which of the following promotional materials will you be using?

Flyer/Poster

Advertisement in newspaper, etc.

Other:

What support would you like to request from CCC?

Information materials, i.e. our brochure, newsletter. Indicate number required of each: _____

Promotional materials, i.e. notepads, stickers. Indicate number required of each: _____

Wendy Bears, to be sold: \$20-unsigned,\$30-signed Indicate number required of each: _____

Other, please specify:

C: Financial Information

Estimated income from the event: \$ _____

Estimated expenses of the event: \$ _____

Estimated donation to CCC: \$ _____ or % _____

Will tax receipts be offered to supporters who make donations by cheque? **

YES NO **Please ensure that each donor fills out the approved CCC donor information form at the event.

Will any other organizations also benefit from this event? **YES NO**

If yes, please specify:

Please note that once your event has been approved by CCC, the funds are then allocated and expected to be submitted. Please forward the donation with 30 days of your event. Please include a summary of your event expenses and profits.

We sincerely appreciate your consideration of us as the benefactor for your special event. Together, we are making a difference!

Please mail or fax this application to our office at the specified address/number on page 1.

For office use only:

Approved: Not approved: Signature:

Date: Comments:

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