



Community Hosted Event Agreement

Contact Information

Name(S): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Event Details

Event Name: _____

Event Date: _____ Event Location: _____

Please describe the details of your event: _____

Is there a cost to attend? If so, what is the cost? _____

Would you like a WDMH Foundation representative to attend your event? ☐ yes ☐ no

If yes, what time should that person arrive? _____ when would they leave? _____

What would you like that person to do while there?

Event Advertising

Will you require use of the WDMH Foundation logo? ☐ yes ☐ no

How will you use the logo? _____

**Any use of the WDMH Foundation logo must be approved by the WDMH Foundation prior to use.*

Event Financials

Will you be hosting any raffles during your event? ☐ yes ☐ no

Will you be serving any alcohol during your event? ☐ yes ☐ no

**Most raffles and alcohol services require licenses. Contact the WDMH Foundation to discuss.*

Is the WDMH Foundation the sole beneficiary of your event's proceeds? ☐ yes ☐ no

If no, what other charities are benefitting from your event? _____

Where would you like the proceeds of this event to be directed? **Please select one.**

- | | | |
|--|--|---|
| ☐ Family Care Fund | ☐ General Equipment Fund | ☐ Healthcare Undesignated Fund |
| ☐ Cancer Care Fund | ☐ Diagnostic Imaging Fund | ☐ Dundas Manor Activity Fund |
| ☐ Dundas Manor General Fund | | |

Event Promotion

The WDMH Foundation will promote your event in the following ways. We will require the necessary information a minimum of seven days prior to the event. **Please select the mediums you prefer.**

- | | |
|---|---|
| ☐ Internally At WDMH (Posters, Email) | ☐ On the WDMH Foundation Website |
| ☐ On The WDMH Foundation Facebook Page | ☐ On the WDMH Facebook Page |
| ☐ In the WDMH Foundation Newsletter | ☐ In the WDMH Newsletter (The Pulse) |
| ☐ On the Dundas Manor website | ☐ On the Dundas Manor Facebook Page |
| ☐ Provide 100 free colour copies of your choice (I.E., Posters, Auction Bid Sheets) | |
| ☐ Issue a media advisory <u>prior</u> to the fundraiser and a press release <u>following</u> the fundraiser. | |

Please provide the following **(if applicable)**:

Your organization's website: _____

Your organization's Facebook link: _____

**Please provide any logo, etc. from your organization, should you wish it included in the fundraiser promotion.*

Please tell us some background about your decision to host this fundraiser, to help us in the promotion.

The Community Event Organizer(s) agree to the following:

- ✓ Provide copies of all promotional materials, invitations, etc. Being created for the event prior to use, in order to remain consistent with the WDMH Foundation's branding standards and visual presence.
- ✓ Provide in detail all of the information related to the community event.
- ✓ Inform the WDMH Foundation of potential sponsors for the event, so we can coordinate with other community/ foundation events, and ensure sponsors are recognized appropriately. Provide in detail all of the information associated with cash sponsorships of the community event.
****the WDMH Foundation reserves the right to request that event organizers do not solicit a particular sponsor.***
- ✓ Ensure that necessary safety precautions are taken prior to/during the event, and understand that the foundation will not be responsible for any accidents or damage to persons (s) or property that may occur during the course of the event.
- ✓ Inform all potential attendees, donors and other stakeholders that the WDMH Foundation is the beneficiary/one of the beneficiaries of your event proceeds, not the host of the event. This must be included on all promotional materials.
- ✓ Inform the WDMH Foundation of any unusual events during your fundraiser, whether it's an act of kindness, a marriage proposal, exceptional generosity, or, conversely, an accident, close call, or any other inappropriate behaviour. This information ensures we have accurate details for potential media or attendee inquiries and can assist in preparing a post-event media release.
- ✓ Use the WDMH Foundation logo for only the promotion of this specific event. Our name and/or logo must not be altered in any way.
- ✓ Use only information obtained from the WDMH Foundation, rather than outside sources.

- ✓ Use my/our own mailing list/contacts for this event.
- ✓ Abide by the municipal, provincial, and federal laws in the execution of the event.
- ✓ Schedule meetings with the WDMH Foundation manager of direct mail & events as required for each type of licence required, six weeks prior to the event date.
- ✓ Provide the WDMH Foundation with reasonable notice should the organizers decide to cancel the event.
- ✓ Have all sporting event participants sign an event waiver, provided by the foundation.
- ✓ Recruit your own committee members and volunteers for the event.
- ✓ Secure your own door prizes, raffle prizes, auction items, and gift bag materials.
- ✓ Provide a typed list of those who are eligible for an official income tax receipt. The list will include the donors/attendees' full name, full address, and telephone number. C/o addresses are not acceptable. Official income tax receipts will not be issued if a person's first name is not provided/legible or if a postal code is not provided.

****The WDMH Foundation will issue business receipts for cash sponsorship/donations from businesses and official income tax receipts for donations from individuals.***

****the WDMH Foundation will not issue any receipts for the donation of gift-in-kind items or auction items.***

- ✓ Speak with the WDMH Foundation's managing director prior to promising charitable income tax receipts to ensure compliance with the CRA.
- ✓ Provide a detailed breakdown of the revenue generated by the event to the WDMH Foundation along with one cheque made payable to the WDMH Foundation within 30 days of the event date.

****if the event is using pledge sheets, please hand in pledge sheets with associated payments instead.***

Example of revenue breakdown:

Donations requiring receipts (list attached)	\$450	
Cash sponsorship (list attached)		\$2,000
Miscellaneous (no receipts required)	\$75	

Community Event Organizer

Manager Of Direct Mail & Events, WDMH Foundation

Date: _____

****Please provide one cheque payable to the WDMH Foundation within 30 days of your event.***

Questions?

Please contact Justine Plummer, Manager Of Direct Mail & Events at jplummer@wdmh.on.ca, or by phone: (office) 613-774-2422 x 6172, or (cell) 343-543-0069.

Cindy Ault Peters, Executive Director at cpeters@wdmh.on.ca or by phone: (office) 613-774-2422 x 6169 or (cell) 343-572-6345

