



## Community Event Agreement Form

Thank you for choosing to support Community Living Newmarket Aurora District.

Please note this application and the use of Community Living Newmarket/Aurora District's logo must be approved by Community Living Newmarket/Aurora District prior to publicizing or holding your event. All costs are to come out of proceeds and are to be paid directly by the event organizer, some-times referred to in this form as the "Third Party." Thank you for your support.

### CONTACT INFORMATION

Individual / Group / Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION

Name of Proposed Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Briefly describe the event and how the funds will be raised, the target audience, expected attendance, etc.

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Is Community Living Newmarket/Aurora District the sole beneficiary of this event? If not, please list other benefactors.

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What made you choose Community Living Newmarket/Aurora District as a benefactor of your community event?

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What is the anticipated fundraising total of the event? \_\_\_\_\_

Is this an annual event to raise funds for Community Living Newmarket/Aurora District?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require a representative from Community Living Newmarket/Aurora District present on event day?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does your event require a licence for any of the following?

\_\_\_\_ 50/50 Draws \_\_\_\_ Raffles \_\_\_\_ Bingo \_\_\_\_ Monte Carlos/Casinos \_\_\_\_ Alcohol Permits

## **TAX RECEIPTING**

Community Living Newmarket/Aurora District can only issue tax receipts for the amount of the actual donations received by Community Living Newmarket/Aurora District. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer. Tax receipts will be issued by Community Living Newmarket/Aurora District once net funds are remitted with a list of donor names, addresses and amounts of individual donations.

Will you be requesting individual tax receipts from Community Living Newmarket/Aurora District? Yes\_\_\_\_\_No \_\_\_\_\_

**PLEASE NOTE:**

The use of Community Living Newmarket/Aurora District's logo is restricted. By signing below I agree that all publicity (including media releases, print/promotional materials, websites, etc.) for the proposed event must be approved by Community Living Newmarket/Aurora District prior to being printed, released, etc. Community Living Newmarket/Aurora District shall have the right at any time and for any reason to request in writing that the Third Party cease use of the Community Living Newmarket/Aurora District logo in connection with the event and the Third Party shall use its best efforts to comply with such request.

Please be advised that by publicly naming Community Living Newmarket/Aurora District as the beneficiary of your initiative, you are required to donate the full percentage stated in your promotional materials. In order that we can receipt and acknowledge donors in a timely manner, we respectfully request that funds are received by Community Living Newmarket/Aurora District within 30 days of the event. It is understood that Community Living Newmarket/Aurora District in no way endorses any products or services used in connection with the event and shall not be held liable for any damages arising either from the product and/or services of the event.

Community Living Newmarket/Aurora District will not be held liable for any financial losses incurred by the event. The Third Party will indemnify, defend and hold Community Living/Newmarket/Aurora District harmless from all claims, causes of action and damages of any kind arising out of or in connection with the aforementioned proposed event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of or in connection with the event. This event is in no way represents a joint venture or partnership.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**Community Living Newmarket/Aurora District  
Charitable Registration # 11905 6307 RR0001**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager,  
Community Development & Fundraising:

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed and signed form to:

**Manager of Community Development & Fundraising  
Community Living Newmarket/Aurora District  
757 Bogart Avenue  
Newmarket, Ontario  
Tel: (905) 898-3000, ext 253 Fax: (905) 898-6441**

*On behalf of the people supported by Community Living Newmarket/Aurora District,  
its staff and volunteers, THANK YOU!*