

Special Event Proposal Form

Contact Information

Name:

Organization:

Address:

City:

Postal Code:

Email:

Phone:

Event Information

Event Date(s):

Start Time:

End Time:

Venue:

Please briefly describe your event:

Will liquor be served at the event?

YES

NO

If so, who holds the liquor license?

Is this the first year of the event?

YES

NO

Past beneficiary if not first year:

Expected Number of Attendees:

Revenue Goal:

What portion of proceeds will be donated to YWCA Kitchener-Waterloo?

All proceeds (no expense deductions)

Net proceeds (minus expenses)

Percentage of proceeds: ____ %

Other:

Will other charities be benefitting from the event? YES

NO

If yes, which other charities will be involved?

Why did you choose YWCA Kitchener-Waterloo to benefit from this event?



| Special Event Proposal Form

Promotion & Support

What support do you require from YWCA Kitchener-Waterloo?

Table Display

Brochures

Banner

Tax Receipts*

Tax Receipts are issued at the sole discretion of YWCA Kitchener-Waterloo according to Canadian Revenue Agency guidelines. The issuing of receipts **must be approved by YWCA Kitchener-Waterloo prior to the event.*

Will your event be promoted:

Privately (internally)

Publicly

Both

How will you promote your event?

Word of Mouth

Posters/Flyers

Brochures

TV

Social Media

Newspaper

Radio

Website

Other:

Additional Information

Please tell us any additional information you think we should know about the event, or any questions you might have:

Special Event Proposal Form

Terms & Conditions for Third Party Events

Please read and sign the accompanying form to indicate that you understand these terms and conditions.

1. Event organizers must complete and sign the Special Event Proposal form and submit it to the Events Coordinator at YWCA Kitchener-Waterloo.
2. YWCA Kitchener-Waterloo will not cover any expenses or assume any legal or financial responsibility associated with the Third party Event.
3. Liability for the event is the sole responsibility of the applicant/organizer(s); as such, the event may only proceed once the applicant/organizer(s) have procured and paid of all licenses and insurance and provided YWCA Kitchener-Waterloo with written documentation that all legal requirements have been met.
4. Net proceeds of the event, together with all related financial reports and statements must be submitted to YWCA Kitchener-Waterloo within 90 days of the event.
5. All print materials must be approval by the Communications Coordinator prior to printing.
6. If permission is granted to use the YWCA Kitchener-Waterloo, style guidelines including fonts and colours must be adhered to and no changes are to be made to it. YWCA Kitchener-Waterloo has sole jurisdiction over use of our logo and any promotional materials created using it.
7. YWCA Kitchener-Waterloo will NOT endorse the sale of any products or services.
8. The third party event may not be used for the purpose of container business contacts to benefit a third party business. This may be considered a conflict of interest.
9. If, for any reason, YWCA Kitchener-Waterloo feels that our reputation may be compromised, we reserve the right to cancel this agreement. YWCA Kitchener-Waterloo will not be responsible for financial or any other damages as a result of cancellation.
10. All sporting events require participants to sign a waiver waiving any physical, personal or financial liability.
11. All events require appropriate insurance coverage to be obtained by event organizers.
12. In order to conduct a lottery, bingo, 50/50 draw or game of chance a license must be obtained. YWCA Kitchener-Waterloo does not lend its name to lottery licenses run by independent third party events.
13. YWCA Kitchener-Waterloo is not responsible for promoting or selling tickets to any third party event.
14. Tax receipts will be issued at the sole discretion of YWCA Kitchener-Waterloo according to Canada Revenue Agency guidelines and must be agreed upon prior to the vent. When forwarding the list of donors, individuals must be informed that this information is being forwarded to YWCA Kitchener-Waterloo and must be given the option of opting out.



| Special Event Proposal Form

Agreement

I, _____, have read and understand the Terms and Conditions and acting on behalf of _____ understand and agree to respect YWCA Kitchener-Waterloo's policies and procedures for running the event that I have outlined in this proposal.

Signature

Date