



Distress Centres Third Party Fundraising Application

Contact Name	Date of Submission
Address	Email Address
Phone Number	Organization running the event (if applicable)

Event Name	Address
Date of Event	City
Time of Event	Expected Attendance/Number of participants involved
Location	Fundraising Goal

What type of event will you be holding?

- Sporting event
- Auction/Raffle
- Gala
- Celebration/Party – example: movie night?
- Sale
- Tribute Event
- In memory of
- Other _____

Please briefly describe your event

How will you be raising funds from this event?

What are your expectations/requests of Distress Centres?

Why did you choose Distress Centres?

General Policy

In the signing of this application you understand that Distress Centres may take into consideration the possibility of sharing your fundraising ideas or story on our website, Twitter page, newsletter, promotional materials etc., but does not commit to it.

As the main third party representative of this event, you agree to indemnify and hold harmless Distress Centres and all its employees and representatives. By signing this form it takes away all claims and liabilities in any way related to the event and its activities.

Criteria

Notice: Distress Centres requests three months advance notice of any third party fundraising events being held on their behalf (although this is flexible upon approval of the agency).

Profitability: The third party event signee will ensure that all funds raised are returned to Distress Centres, and will be fairly advertised to those attending the event.

Exposure: The third party event and its promotion will be consistent with Distress Centres mission, vision and values statement.

Guidelines of the Distress Centres Brand

Before using Distress Centres' brand in any promotional material, sponsorship letters etc the documents must be approved by Distress Centres' representatives. **All usage of the name MUST be signed and approved prior to any distribution.**

Lottery Licenses

All third party events delivered on behalf of Distress Centres will conform and abide to government regulations (federal, provincial and municipal). It is the responsibility entirely of the third party event organizer (signee of this document) to fill out, submit and provide proof of completion to Distress Centres prior to the event date.

Liquor Licenses

All third party events organized on behalf of Distress Centres will conform and abide to government regulations laid out by the Liquor Control Board of Ontario. Visit <http://hellolcbo.com> or call 1.800.668.5226 for further detail. It is the responsibility entirely of third party event organizer (signee of this document) to fill out, submit and provide proof of completion to Distress Centres prior to the event date.

Signed Declaration

Please check all of the following prior to signing below;

- I confirm that all information provided in this application are true and honest.
- I understand that Distress Centres has the right to terminate the relationship with the third party event at any time if I do not follow the guidelines provided above.
- I confirm that I will return all net proceeds to Distress Centres within one month or a reasonable time, following the event date.
- I will provide Distress Centres representatives current information through event updates once a month prior to the event date.
- I will inform Distress Centres of any changes made to the event plan prior to the event date.

I agree to comply with all of the guidelines outlined above.

Third Party Representative

Printed name and Signature

Date

Distress Centres Representative

Printed name and Signature

Date
