

## **THIRD PARTY EVENT: TERMS AND CONDITIONS**

**Please read the following  
and sign & date as indicated**

**Thank you** for your interest in raising funds for the Victoria Women's Transition House Society (VWTH). **Have you had a chance to fill out and send us an Event Proposal?** If not, please do this first so that we can OK your event or project before any work on the event or campaign begins.

**Please read the following terms and conditions and check off each box.  
Then complete the required information and sign, at the bottom of page 3:**

1. I, \_\_\_\_\_ (the Organizer), am applying to organize a Third Party Fundraising Event to benefit the Victoria Women's Transition House Society (VWTH). I understand that the VWTH does not take an active role in planning or organizing this event.
2. I have completed a VWTH Event Proposal and have gained approval from the VWTH Development Office to proceed with this event.
3. I understand that only events consistent with the vision and mission of the VWTH will be approved.
4. I understand that the use of the VWTH name should be done in the following manner:
  - "Proceeds from this event will go to the Victoria Women's Transition House"
  - "Your ticket purchase helps to support the Victoria Women's Transition House"
  - "The (name of your event) is a benefit for the Victoria Women's Transition House"
5. I agree that prior to printing, all marketing and advertising copy will be submitted to the Victoria Women's Transition House for written approval.

Transition House expressly reserves the right to final approval on anything that uses the name of the Victoria Women's Transition House.

6. I agree to arrange underwriting of all costs of the special event/promotional campaign, or to underwrite these costs myself. Victoria Women's Transition House shall incur no costs or liabilities unless otherwise agreed to in writing prior to the special event/promotional campaign.

7. I agree to be responsible for all monetary transactions for the event and **will present the proceeds to VWTH within 30 days along with detailed accounting.** I acknowledge the VWTH adheres to receipting policies of the Canada Revenue Agency.

**TAX RECEIPTS: Please note that not all funds raised qualify for a tax receipt.** The Canada Revenue Agency (CRA) restricts the dollar amount of tax receipts to donors where a benefit or advantage accrues to the supporter. Examples include but are not limited to door prizes, dinner, signage/advertising, complimentary items. Tax receipts will be issued at the sole discretion of the VWTH according to CRA Guidelines and must be agreed upon before the event.

**8. I will not agree to promise charitable tax receipts for any donation, item or service without first speaking to the Development Office of the VWTH.**

9. I agree to receive advance written approval from VWTH before requesting any donations/sponsorships (cash or in Kind) from any organization or individual.

10. I shall acquire all permits and licenses required for the event and will provide these at least two weeks before the event.

11. I understand that the VWTH accepts no legal responsibility for the event and cannot be held liable for any risk or injury, or other damages in conjunction with the event.

12. As the organizer, I understand that I must obtain all necessary permits, licenses, and insurance relating to the event and will provide the VWTH with copies of the above at least 2 weeks before the event start date.

13. As the Organizer, I will arrange for staff/volunteers to co-ordinate and run the fundraiser. This is an opportunity for my group to raise funds in support of Women and Children right here in our community. The VWTH may be able to provide some level of assistance for events depending on timing and staffing requirements.

14. As the Organizer, I agree to use my group's mailing list, social media and my own contacts. The VWTH will not actively sell tickets to the event and/or purchase tickets for attendance for VWTH representatives. I will provide the VWTH with two complimentary tickets for this event to be used by VWTH staff and/or board.

15. I understand that approval of the Event Proposal and this Agreement Form is only valid for the event detailed in the Proposal. Events held in subsequent years and/or are of a different format must also be submitted to VWTH for approval.

I hereby acknowledge that I have read and understand the Terms and Conditions of Victoria Women's Transition House Third Party Events and that I will adhere to those terms and conditions as outlined in this document. I hereby give permission to the Victoria Women's Transition House Society to post our third party event on their website and share information on the Event on their Twitter and Facebook accounts.

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Print Name

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Sign Name

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Date

Please sign and return the completed form via email, fax or snail mail to:

Development Office  
Victoria Women's Transition House  
100-3060 Cedar Hill Road  
Victoria BC V8T 3J5

Email: [laurar@vwth.bc.ca](mailto:laurar@vwth.bc.ca)

Please email Laura at the address above if you have questions.

**Thank you for your support!**