



APPENDIX H:
Barbra Schlifer Commemorative Clinic
Third Party Event Agreement

Thank you for choosing the Barbra Schlifer Commemorative Clinic as your charity of choice. We are pleased to work with you to make this endeavour a success. From housewarmings to concerts, golf tournaments to galas, every event held in support of the Clinic gets us one step closer to achieving our mission of eradicating violence against women, and helping more women in our community who have experienced violence.

In order to help you plan and execute your event, here are a few things you should know ahead of time and consider when you are planning. The following agreement outlines the roles and responsibilities of both you, the third party Event Partner, and the Barbra Schlifer Clinic. We ask that you read, sign and adhere to the conditions outlined in this agreement.

Protecting the integrity of the Barbra Schlifer Commemorative Clinic's reputation, values and mission takes priority over any fundraising opportunity. We ask that you respect the values of the Barbra Schlifer Commemorative Clinic in all aspects of this event.

Our Mission:

We are centre by, for and about women. We amplify women's voices and build on their skills and resilience. Together with our donors and volunteers, we are active in changing the conditions that threaten women's dignity and equality. We envision a world where diverse women:

- Build lives free from violence
- Work together to create a more just world
- Live their own lives in respectful communities that provide meaning and belonging

The Barbra Schlifer Commemorative Clinic can provide the following:

- Event planning advice;
- Send, whenever possible, a Clinic representative;
- Provide Clinic marketing materials;
- Post an event listing on our Website and Facebook page;

- Allow use of the Barbra Schlifer Commemorative Clinic name/logo;
- Provide a letter of support that validates the authenticity of the event;
- Provide receipting according to Canada Revenue Agency guidelines for gifts greater than \$10.00

The Barbra Schlifer Commemorative Clinic cannot:

- Provide funding or reimbursement for event expenses;
- Share access to our donor contact information or mailing lists;
- Provide access to celebrities or VIPs,
- Supply prizes, auction items or awards;
- Guarantee promotions or advertising for the event, beyond listing it on our website and Facebook page;
- Guarantee staff and volunteers to assist in the event, beyond what has been discussed and agreed upon;

The Third Party Event Partner's Role

As the event partner, you are responsible for the following:

- Respect the values and image of the Barbra Schlifer Commemorative Clinic in all aspects of the event;
- Adhere to the plan submitted in the Third Party Application and notify the Barbra Schlifer Commemorative Clinic if any significant changes are made to that plan;
- Operate on an open-book policy, reporting on expenses and revenues transparently upon request;
- State clearly on all event promotions the organization(s) to which proceeds will be donated and what percentage or dollar amount;
- Receive Barbra Schlifer Commemorative Clinic's express consent, in writing, before using the Barbra Schlifer Commemorative Clinic name or logo on any event materials, including advertising;
- Receive written approval before making the Barbra Schlifer Commemorative Clinic party to any liability coverage;
- Promptly return any and all materials borrowed in the same condition they were received;
- Accept responsibility for damage or loss of materials borrowed from the Barbra Schlifer Commemorative Clinic;
- Volunteer event organizers must adhere to all receipting policies as outlined in the tax receipting section by Canada Revenue Agency;
- Volunteer event organizer will obtain all necessary permits, licenses and insurance;
- Tax receipt information (if you are approved to issue receipts) must be issued to the Barbra Schlifer Commemorative Clinic within 30 days of the event.

Barbra Schlifer Commemorative Clinic reserves the right to withdraw without warning the use of its name at any time and including but not limited to the event that: (i) the organizers breach or violate the terms and obligations under this agreement, (ii) unauthorized use by the organizers of Barbra Schlifer Commemorative Clinic's name, logo or other information, including inappropriate verbal or written communications.

Barbra Schlifer Commemorative Clinic will be absolved of any such liability concerning personal injury that is experienced by the event organizers or its employees, staff, volunteers or participants or anyone else involved in the event or any related activities pre or post event, resulting in any claims of liability during the event or during any related pre or post event activities

The Barbra Schlifer Commemorative Clinic will not assume any legal or financial liability relating in anyway whatsoever to the event.

Conditions:

Acceptance of the Above Conditions by the Third Party Event Partner

I agree to the above.

Organization/Group: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Executive Director's Signature: _____