

## **THE OTTAWA ROTARY HOME FOUNDATION THIRD PARTY EVENTS TERMS AND GUIDELINES**

Thank you for your interest in hosting a special event to raise funds for the Ottawa Rotary Home Foundation. We appreciate your work to raise funds to support the Rotary Home's respite programs and have prepared this package to assist you. Please review the guidelines below and submit the Third Party Events form to our office no later than four weeks prior to your proposed event date. Thank you!

What the Ottawa Rotary Home Foundation can do to help:

- Offer advice on event planning
- Provide brochures and other informational materials promoting and explaining the mission and programs of The Ottawa Rotary Home
- Provide tax receipts to donors who make cheques (over \$20) payable to "Ottawa Rotary Home Foundation" or who donate online through our website [www.rotaryhome.on.ca](http://www.rotaryhome.on.ca)
- Provide a representative to speak at your event. Please note that advance notice (2-3 weeks prior to the event at minimum) is required. We will make every attempt to arrange for a speaker, however, we cannot guarantee that one will be available for your event.

The Ottawa Rotary Home Foundation reserves the right to deny any third party event application that does not complement the mission of, or project a positive image of The Ottawa Rotary Home and the Foundation.

We will not support any third party golf related events that occur within 30 days of the Ottawa Rotary Home Foundation Golf-A-Thon which is held in June every year.

### **GUIDELINES FOR LOGO USE AND PROMOTIONAL MATERIALS**

No party may use the Ottawa Rotary Home or Foundation logo or otherwise indicate to the public that an event is being held for the benefit of the Ottawa Rotary Home Foundation without prior consent from the Home/Foundation. The Foundation logo will be provided to you once your completed Third Party Event form has been submitted. All publicity must be approved by the Foundation prior to distribution. Copies of your promotional materials should be submitted to [foundation@rotaryhome.on.ca](mailto:foundation@rotaryhome.on.ca).

All promotional materials for your event must clearly state the percentage of proceeds, the portion of the ticket price, or the expected total contribution that will be donated to the Ottawa Rotary Home Foundation (e.g. "all proceeds will be donated" or "\$5 from each ticket sold will be donated").



## THIRD PARTY EVENT FORM

Please complete the following form and return it to the Ottawa Rotary Home Foundation (823 Rotary Way, Ottawa, ON K1T 3W6 or by email to [foundation@rotaryhome.on.ca](mailto:foundation@rotaryhome.on.ca)).

### CONTACT INFORMATION

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### EVENT INFORMATION

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

Date of Event: \_\_\_\_\_

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

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

Projected donation to the Foundation and the percentage this represents of overall event gross revenue: \_\_\_\_\_

Briefly explain how funds will be raised (ticket sales, pledges, auction, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the event require a license? YES / NO

How will you be promoting your event (newsletter, flyers, public service announcements, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### THIRD PARTY EVENT FORM (CONTINUED)

Please read the following guidelines and sign below:

This is a third party event letter of agreement between the Ottawa Rotary Home Foundation and:

- 1) The Ottawa Rotary Home Foundation will not pay any expenses incurred by the Third Party Event and is not responsible for any financial loss resulting from the event.
- 2) The Ottawa Rotary Home Foundation reserves the right to cancel this agreement at any time should the activities of the Third Party Event organizers conflict with the mission and vision of the Foundation and Rotary Home or in any way harm the image of the Foundation and Rotary Home.
- 3) Any questions regarding tax receipting will be directed to the Ottawa Rotary Home Foundation.
- 4) Proceeds from the event must be submitted to the Ottawa Rotary Home Foundation no later than 30 days after the event.
- 5) Third Party Event organizers are responsible for obtaining all necessary permits and insurance. The Ottawa Rotary Home and Foundation will not be responsible for any damages or injuries as a result of the Third Party Event. Third Party event organizers agree to indemnify and hold harmless the ORH and ORHF and its Board of Directors and employees from any and all claims and liabilities in any way related to the event.

I have read and understood the above terms and conditions:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Approved by (for Ottawa Rotary Home Foundation use): \_\_\_\_\_

Please send your completed form to:

**Ottawa Rotary Home Foundation**

823 Rotary Way, Ottawa, ON K1T 3W6

Phone: 613.822.5391 Email: [foundation@rotaryhome.on.ca](mailto:foundation@rotaryhome.on.ca)

**THANK YOU FOR YOUR SUPPORT!**