



Third Party Event Agreement

Thank you for your interest in hosting an event to benefit ARCH Hospice. We are grateful for your support! The funds you raise will be used to deliver quality, compassionate care through end-of-life to Algoma District families at no cost.

We require all individuals, businesses, or organizations hosting an event benefiting Hospice to follow these guidelines and to complete the Third Party Event Agreement. To support you in this process, a member of our team will discuss this Agreement with you, explain our intent to uphold Canada Revenue Agency requirements, tax and licensing standards, and requirements for charities. We commit to responding to you within five days.

Approval by the Manager of Fund Development or other management designate is required prior to promoting public announcements and use of ARCH logos.

1.0 LIABILITY AND INSURANCE

- 1.1 Licenses and insurance for the event are the responsibility of the third party to apply, pay for and obtain necessary documents. ARCH will not incur any costs or liabilities associated with a third party event. Insurance and licenses must be in the name of the individual, organization or business coordinating the event and the associated regulations must be followed precisely. A copy of the insurance or license must be received by the ARCH representative ten (10) days before the date of the event.
- 1.2 Each event will be required to have in place general liabilities and property insurance limits of liability, which are reasonable in relation to the size, location, and nature of the event.
- 1.3 Any event in which beer, wine or any other type of alcoholic beverage will be served must have insurance that against liability that may arise as a result of serving such beverage. ARCH Hospice's charitable number is not to be used in the alcoholic license application, as Hospice will not purchase, nor sell, alcoholic beverages.
- 1.4 The Organizing Party is expected to abide by the policies set forth by the Alcohol and Gaming Commission of Ontario (AGCO) regarding conducting raffle, 50/50 and other draws related to chance (silent auctions do not apply). If any illegal gaming is believed to be taking place at a third party event whereby ARCH is associated, ARCH exercises the right to relinquish involvement in said event and must report such actions to the AGCO.

2.0 CHARITABLE TAX RECEIPTS

- 2.1 Please do not promise any kind of receipt to anyone until discussions with an ARCH representative occur to confirm whether this is possible. Canada Revenue Agency has regulations governing the distribution of charitable tax receipts. This includes the donations of money, in-kind items and services. Issuing an inappropriate charitable tax receipt can put our charity tax status at risk.

3.0 POST-EVENT

- 3.1 The Organizing Party is asked to complete a Post Event Financial Summary (see last page) and submit within 30 days of completion of the event.
- 3.2 Please provide all funds within 30 days of the conclusion of the event.
- 3.3 When marketed as an event with proceeds going to ARCH, Hospice reserves the right to review financial records if a question is raised about the event's proceeds.

4.0 INDEMNITY

- 4.1 The Organizing Party agrees to indemnify and hold harmless, ARCH, its affiliates, officers, employees, agents, representatives, contractors and licensees from and against all claims, losses, damages, liabilities, and expenses, including reasonable attorney's fees, arising out of or occasioned by an act or omission of The Organizing Party, or its officers, partners, employees, contractors, licensees, guests, invitees, or attendees in connection with the event.

THIRD PARTY EVENT AGREEMENT

_____, the Organizing Party, agrees to organize and implement a special event/program on _____ (date/period), to benefit ARCH Hospice.

The special event/program shall be described and referred to publicly as follows:

The **Organizing Party** agrees to use only the authorized name of ARCH Hospice in any media and printed materials relating to the special event (if name is to be used).

The **Organizing Party** agrees to handle any monetary transactions and to present the proceeds to ARCH within **30 days following the event.**

The **Organizing Party** will provide staffing and volunteers for the special event.

The **Organizing Party** will obtain all necessary permits, license or insurance.

The **Organizing Party** agrees to follow ARCH's receipting policies that adhere to Canada Revenue Agency.

FINANCIALS

	Expected	Actual	Notes
Revenues			
Expenses			
Net ARCH Donation			
Margin (Net ÷ Revenue × 100%)			

Signed: _____
The Organizing Party

Date: _____

Approved: _____
ARCH Representative

Date: _____