



## HOSPICE SIMCOE COMMUNITY HOSTED EVENT GUIDELINES

Thank you for your interest in organizing an event to support Hospice Simcoe. Fundraising events are a wonderful way to increase the public's awareness of hospice palliative care and are vital to financially supporting our programs and services.

Events organized and held independently by third-party organizers are most welcome, but there are government guidelines and Hospice Simcoe policies that must be followed:

- When promoting your event, avoid any statement or the appearance of Hospice Simcoe endorsing any product, firm, organization, service, individual or their views.
- Hospice Simcoe is happy to provide printed information materials about our programs and services if you wish to have them available at your event. Please let us know the quantities needed.
- We would be pleased to send you the Hospice Simcoe logo for use in your advertising materials, but please allow us to review them before you go to print/production.
- Should you require a letter from Hospice Simcoe to accompany a request you may be making to your sponsors, please let us know.
- Third Party Event organizers are responsible for obtaining event insurance, all permits/licences (eg. for raffles, 50/50 draws) and liquor permits.
- At your request, Hospice Simcoe will list your event in our monthly newsletter, on our bulletin board, on our website events calendar and through social media.
- We do not normally provide Hospice volunteers for third party events, but if you would like to put in a request, please give us at least 30 days' notice.
- We would be pleased to participate in a cheque presentation event once your proceeds are received.

Financial information:

- Hospice Simcoe is not financially liable for the promotion and/or staging of third party events
- Any group or individual that is donating a portion of their net proceeds rather than the full amount, must state exactly how much, either in a percentage or a specific dollar amount on all promotional materials
- The sponsoring group or individual must handle all monetary transactions for your event
- The preferred method of payment to Hospice Simcoe is a cheque or money order (payable to Hospice Simcoe)

CRA guidelines and Hospice Simcoe policies prevent us from: offering funding or reimbursement for any event expenses; signing vendor contracts; solicit for cash or in-kind donation and due to confidentiality restrictions, from sharing or using any Hospice Simcoe client/resident, donor, volunteer, or other lists.

For further information, please contact Lynda Murtha, Manager Fund Development at 705-722-5995, ext. 245 or [lynda@hospicesimcoe.ca](mailto:lynda@hospicesimcoe.ca).



## HOSPICE SIMCOE THIRD PARTY EVENT PROPOSAL FORM

Name/Title of event: \_\_\_\_\_

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

Location (city and venue): \_\_\_\_\_

Brief description of event: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred method & time of communication: \_\_\_\_\_

Describe your connection to Hospice Simcoe: \_\_\_\_\_

What % or amount of the funds raised will Hospice Simcoe receive? \_\_\_\_\_

**If you have a question about tax receipts, please contact us.**

**I understand that Hospice Simcoe reserves the right to approve or deny this proposed third-party event. I agree that I will not use the Hospice Simcoe name and/or logo prior to publicizing or holding this event without their approval. I hereby fully release and agree to hold harmless Hospice Simcoe and its affiliates, their Directors, employees and representatives, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action for any reason.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Hospice Simcoe Representative

\_\_\_\_\_  
Date