



THIRD PARTY SPECIAL EVENT AGREEMENT

The North Bow Community Facility Board (the “Board”), welcomes special fundraising / promotional events (“third party events”) organized and sponsored by outside individuals / organizations (“Third Party Event Organizer(s)”) on its behalf.

In accordance with Canada Revenue Agency guidelines and for the benefit of the Board and the Third Party Event Organizer(s), the Board has established the following policies, criteria and guidelines:

Policies:

Third party events are required to:

1. Be consistent with the mission and values of the Board.
2. Maintain a positive presentation and give the Board positive exposure and increased public awareness.
3. Have financial benefits to the Board. Determination of a projected donation amount is requested.

The Board reserves the right to:

1. Refuse involvement, and the use of its name and logo, in any event that does not meet with its approval.
2. Refuse approval of sponsors as per the policies and procedures of the Board.
3. Relinquish support of any third party event that does not abide by the policies, criteria and guidelines set out in this agreement without any liability or obligation.

Criteria:

The Board will approve a third party special event and sign this agreement with the Third Party Event Organizer(s) based on compliance with the following:

1. Submission by the Third Party Event Organizer(s) of a written proposal to include, but not limited to the following:
 - The concept and details of the third party event;
 - A budget, including any major item expenses and ensuring the budgeted expenses

Initials



do not exceed the net revenue to be donated to the Board; and

- A list of the organizer's expectations of the Board (volunteers, promotion, etc.)
2. Consistency of the third party event with the mission and values of the Board.
 3. Profitability of the third party event.
 4. Positive marketing/public relations exposure.
 5. Meeting staff and volunteer resource requirements.
 6. Proven history and ability of the Third Party Event Organizer(s) to complete third party events or promotions.
 7. Lack of conflict(s) with existing Board events and promotions.

Guidelines:

For approved third party events/promotions, the Third Party Event Organizer(s) and the Board are required to adhere to the following guidelines:

Accountability:

- The Third Party Event Organizer(s) will provide a record of revenues and expenses, and copies of all receipts to the Board upon request.
- The Third Party Event Organizer(s) will provide periodic status reports to the Board on an agreed-upon basis.
- The Board will not be responsible for any financial losses or unsettled accounts should the event not succeed financially.
- The Board will be told if the third party event is to benefit other charity partners and should be informed of whom these partners are and the donation they will receive.
- The Board will be provided with reasonable prior notice of any third party event cancellation.
- The Board will not be named in, or sign, contracts on behalf of Third Party Event Organizer(s) neither should any contracts be signed or any obligation be made on behalf of The Board without the Board's prior written consent. All contracts should be submitted to the Board for review prior to signing.



Financing:

- The Board will not underwrite any third party event.

Insurance:

- The Board insurance will not cover third party events. However, under certain circumstances, and under the discretion of the Board, the Board may provide extended or special coverage under the Board's current coverage.

Licenses and Fees:

- Third party events involving licenses and fees will conform to government regulations (federal, provincial and municipal). Adequate time must be given to the Board to review such licenses. The Third Party Event Organizer(s) will pay the fees for said licenses. The Board will supply the Third Party Event Organizer(s) with the appropriate documentation for the licenses and the fees.

Product Endorsement:

- The Board does not normally endorse products. However, if the Board approved third party event involves sale of a product, a hang tag, label or other display materials must describe the relationship between the Board and the product clearly to the public by stating the following: "----- is pleased to support the North Bow Community Facility Board. A portion of the proceeds from the sale of this product will help them develop the future Langdon Community Campus and other recreational areas in Langdon."

Promotion/Promotional Materials:

- The Board will have final, signed approval on ALL promotional materials (brochures, flyers, advertisements, publicity and/or media communications).
- The Board will, depending on supplies and reasonable requirements, provide existing in-house promotional materials to the third party event.
- The Board will not loan or give out its mailing or donor contact lists, but will consider doing a mailing if the requirements are outlined in this agreement and agreed to by the Board, in its sole discretion.



Receipting:

- The Board may provide receipts for income tax purposes, for donations incurred through the third party event, and for which documentation has been provided, and further, only if said donations are deemed receiptable by the Canada Revenue Agency. The Board must be informed in advance of the scope of the donations or gifts-in-kind for which receipts are requested. The Board reserves the right to issue or not issue any receipts at its sole discretion.

Sponsors/Sponsorship:

- The Board will have final, signed approval of sponsors.
- The Board will not solicit sponsors on behalf of the Third Party Event Organizer(s), nor will they provide contacts for sponsorship.
- Any third party contacting potential sponsors must disclose the nature of the third party arrangement and must position the Board as a recipient of the event, not the host or owner of the event.

Staffing:

- The Third Party Event Organizer(s) will provide all staffing for the event unless otherwise agreed to in this agreement.

Use of Board Name And Logo:

The Board will, in its sole discretion, allow the use of its name and logo by the Third Party Event Organizer(s) to promote the agreed-upon event. Any use of the Board logo must be approved, in writing, prior to its use.



Agreement:

This agreement, made on this __ day of _____, 20__, is valid until __ day of _____, 20__.

Third Party Event Name:

Third Party Event Date:

Third Party Event Address:

Third Party Event Organizer(s):

Representative's Name:

(if different from above)

Third Party Event Organizer(s)' Contact Information:

Address:

Telephone #:

E-mail Address:

Agreement Details:

Projected donation amount:

Board Resource Requirements:

Staff/Volunteers:

Promotional Materials:

Promotional Assistance:



Licenses/Insurance Upgrade/Tax Receipting Arrangements Required:



I/we, the Third Party Event Organizer(s), have read, understood, agree to and will abide by Board policies, criteria and guidelines for the third party event(s) outlined in this agreement.

I/we, the Third Party Event Organizer(s), hereby release the Board from all actions, causes of actions, claims and demands for damages, loss or injury which I/we, the Third Party Event Organizer(s), may have or acquire at any time against the Board in connection with the event, however arising.

I/we, the Third Party Event Organizer(s), further agree to indemnify and forever save the Board harmless from and against any and all actions, causes of actions, claims, damages, losses, expenses, costs (including legal fees), charges and liabilities arising out of or in connection with the management and holding of the event(s).

for The Board

for Third Party Event Organizer(s)

Print Name

Print Name

Date

Date

North Bow Community Facilities Board
PO Box 221, Langdon, AB, T0J 1X0
Telephone: 403-613-3611
Email: info@northbowrec.ca

NB: This agreement consists of five pages, and is only valid when presented in full, with the initials of each signing representative on each page, and any listed attachments included.