



Lisaard House

A Residential Cancer Hospice for Waterloo Region

990 Speedsville Rd Cambridge ON N3H 4R6 Phone 519-650-1121 Fax 519-650-8058
Charitable Registration # 87274 9536 RR0001

Third Party Event Application Form

This form must be completed and submitted to Lisaard House for approval prior to any fundraiser event using the Lisaard House name.

Contact Information:

Organizing Company/Group: _____

Contact Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____

Email: _____

Event Information:

Proposed Date and Time of Event: _____

Location: _____

Brief Description of the Event: _____

What is your fundraising goal? _____

What percentage of the proceeds will Lisaard House receive? _____

Why did you choose Lisaard House to be the recipient of your event? _____

I have read the terms and conditions attached to this form. _____ (initial)

Organization: _____

Authorized Signature

Title

Date

Lisaard House: _____

Authorized Signature

Title

Date

Please note that tax receipts will be issued in accordance with Canada Revenue Agency guidelines for donations of \$20 or higher. The issuing of receipts must be approved by Lisaard House prior to the event.



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Terms and Conditions:

Lisaard House does not participate in Third Party Events. Lisaard House will not cover expenses or assume any legal or financial liability associated with the Third Party Event. Lisaard House will not obtain a liquor license for any Third Party Event and will not be held liable in any aspect of consumption.

All print materials (posters, invitations, raffle tickets etc) must be approved by Lisaard House. Any media contact must be approved by Lisaard House.

Liability for the event is the sole responsibility of the applicant or their committee.

Net proceeds from the Third Party Event must be submitted with a brief financial report to Lisaard House within 90 days of the Event being held.

Lisaard House issues tax receipts for individual donations equal to or greater than \$20. Tax receipts will be issued in accordance with Canada Revenue Agency guidelines. The issuing of receipts must be approved by Lisaard House prior to the event. Lisaard House must receive a list of donors with complete addresses (including postal codes) for receipting purposes. Individuals must be made aware that the organizer of the event will be forwarding this information to Lisaard House and, in line with Privacy Legislation, must be given the opportunity to "opt out" of having such information forwarded to Lisaard House.

Lisaard House's logo may be used with written permission. Specifications of said logo must be adhered to (colour, size, clarity).

The privacy of our current and past residents, their families and our staff must be respected. No photo of a resident, family member or staff member will be used without Lisaard House's prior permission.

Lisaard House will not endorse any products or services.

If for any reason Lisaard House feels its reputation may be compromised, Lisaard House has the right to cancel this agreement by giving the Third Party Contact 24 hours notice. Lisaard House will not be responsible for any financial or other damages that may result from such cancellation. This event is intended to raise funds for a charity and should therefore not be for the purpose of obtaining business contacts to benefit the organizer's business.