



We speak for those who cannot speak for themselves.

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[info@windsorhumane.org](mailto:info@windsorhumane.org)

### Please contact the Windsor/Essex County Humane Society prior to hosting any event.

Thank you for hosting an event on behalf of the Windsor/Essex County Humane Society (WECHS). Please read the guidelines below and submit the completed form prior to hosting the event. If you have any questions, please contact [events@windsorhumane.org](mailto:events@windsorhumane.org) or call 519-966-5751 ext. 23.

#### Guidelines:

- All third party events must complete a third party event agreement form and submit the form prior to hosting the event
- All publicity (including but not limited to promotional material and media releases) must be approved by the WECHS prior to distribution
- The WECHS logo may not be used unless permission has been granted to the third party by the WECHS
- It is the responsibility of the third party event organizer to obtain any necessary permits, licenses and insurance for the event
- All funds and tax receipt information (if approved) must be submitted to the WECHS within 30 days of the event completion
- The WECHS will not assume any legal or financial liability for the event
- The WECHS is not responsible for any damage, accidents to persons or property at a third party event
- If the event is cancelled, or the date is changed, please notify the WECHS at least one week prior to the original date
- The third party is responsible for communicating to sponsors, participants and the general public that the WECHS is not conducting the event, but is to benefit from the event

#### The WECHS can provide the following:

- Event planning advice
- Attendance of a WECHS representative (when available)
- Your event listing on our website
- A letter that validates the authenticity of the event/organizers from date of issue until the event is finished
- Limited supplies, such as WECHS promotional materials, coin boxes, etc.

#### The WECHS cannot provide the following:

- Funding or reimbursement for event expenses
- Donor or sponsor lists, guaranteed attendance of a representative
- Advertising or promotion (other than on our website)
- Application for gaming licenses (eg. Bingos, raffles, 50/50 draws) or liquor licenses
- Prizes, auction items, awards
- Tax receipts for cash or in-kind goods that were not directly received by the WECHS
- Volunteers for the event

## Tax Receipt Guidelines

- It is your responsibility to communicate with donors and sponsor regarding tax receipts
- The WECHS can only issue tax receipts for the amount of the donation actually received by our organization
- The WECHS is only able to issue tax receipts to individuals who make a donation without receiving a tangible item or benefit in return. Tax receipts will be provided for donations of \$15.00 or more (provided the correct information is received)
- Tax receipts cannot be issued for:
  - Funds used to cover the costs of the event or other administrative expenses
  - The purchase of admission tickets, green fees or auction items
  - In-kind goods donated to the event (eg. prizes, food, gift certificates, etc.)
  - Donated services (eg. entertainer, auctioneer, etc.)
  - Sponsorships (advertising and/or promotion as part of your event is a tangible benefit received by the sponsor)\* Please note that sponsors and other corporate contributors may be provided with a business gift letter as proof of contribution. Often a charitable tax receipt is neither required nor appropriate for this group of contributors
- For further clarification on tax receipt guidelines, please contact a WECHS representative

## Event Details

Main Contact(s):				Address:			
Email:				Phone:			
Name of Event:				Fundraising Goal:			
Date/Time:				Website:			
Location:				Phone (event day):			
Do you require a WECHS rep?		Time of Arrival:		Length of Time:		Purpose:	
Event Description:							

\*Please attach any promotional material for approval.

### Please read and sign the following:

I have read and understand the WECHS Third Party Event Agreement. This event in no way represents a joint venture or partnership. By signing below, I agree that all publicity (including media releases, print materials, etc.) for the proposed event must be approved by the WECHS prior to being printed or released. The WECHS shall have the right, at any time and for any reason, to request in writing that the Third Party cease use of the WECHS logo in connection with the event and the Third Party shall use its best efforts to comply with such request. It is understood that the WECHS in no way endorses any products or services used in connection with the event and shall not be held liable for any damages, costs, injury to persons or property or any other losses from this event. The Third Party will indemnify, defend and hold the WECHS harmless from all claims, causes of action and damages of any kind, arising out of or in connection with the third party event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of, or in connection with, the event. A signed copy of this contract must be on file at the WECHS before proceeding with your event. Tax receipts will not be available unless you have discussed your event with a WECHS representative and the WECHS has explicitly agreed to provide receipts.

Name of Organizer:

Signature:

Date: