

Third Party Event Agreement and Guidelines

In order for the event to take place an event application must be sent and approved by Big Brothers Big Sisters of Winnipeg (BBBSW) a minimum of eight weeks prior to the start of the event.

The event will be promoted and conducted in such a way that BBBSW does not seem to be promoting anyone or anything.

BBBSW reserves the right to accept or decline any application sent.

Any use of the BBBSW logo will be approved by BBBSW. Any alterations of the logo will also be approved by BBBSW.

Advertising will not be paid for by BBBSW.

BBBSW reserves the right to refuse to be part of an event if another organization(s) will also benefit or be involved in the event.

The host of the Third Party Event will make sure the event location is accessible to people with disabilities.

BBBSW will provide tax receipts if the Third Party Event provides a list of contact information. Tax receipts will only be issued in accordance with the Canada Revenue Agency laws on charitable receipting.

The Third Party Event Host will provide a list of sponsors/donors to BBBSW to make sure there is no overlap in sponsors with other planned events.

BBBSW will be provided a list of all people who sponsored/donated to the event.

Third Party Event organizers will provide all licenses/permits needed for the event.

BBBSW will receive all proceeds within 30 days of the event.

Signature Contact Third Party Event

Date