

VEPC Third Party Event Information Form

Victoria Epilepsy and Parkinson's Centre (VEPC) is accountable for all activities using our name and logo. For this reason, the following information must be provided to VEPC for review and approval before the sponsor proceeds with any event plans.

Name of Organization	
Contact Name	
Contact Address	
Contact Telephone	
Contact Email	
Briefly describe the event or activity	
Date of event or activity	
Total number of people you anticipate will attend	
How do you plan to publicize the event or activity? Check all that apply.	<input type="checkbox"/> Your mailing/email list <input type="checkbox"/> Your website <input type="checkbox"/> Public postings <input type="checkbox"/> Paid advertising (specify) <input type="checkbox"/> Other _____
Will anyone be paid to participate? Please specify.	
Is your organization a registered charity? If so, please list the CRA registration number.	
Do you plan to serve alcohol at the event?	
Do you plan to run any lotteries, raffles or games of chance at the event?	
Will you require support from VEPC? Please check all that apply.	<input type="checkbox"/> Volunteers <input type="checkbox"/> Publicity <input type="checkbox"/> Ticket Sales <input type="checkbox"/> Office/Admin Support <input type="checkbox"/> Permits/Licences <input type="checkbox"/> Other _____
Will you be obtaining liability insurance for the event?	
Will you allow VEPC to place an information table at the event?	
Will you be soliciting businesses to donate goods, services or	

sponsorships? If yes, please list all.	

Financial Review		
Revenue	Sources of Revenue	Anticipated Income
	<i>e.g. 100 tickets @ \$10</i>	<i>\$100</i>
		\$
		\$
		\$
		\$
		\$
Total Expected Revenue		\$
Expenses	Sources of Expense	Anticipated Cost
	<i>e.g. Hall rental</i>	<i>\$1000</i>
		\$
		\$
		\$
		\$
		\$
Total Expected Expenses		\$
NET		\$
What portion of the net proceeds will be donated to VEPC?		
Will any other organizations or individuals receive proceeds? If yes, please list them and the portion they will receive.		

Please review our third party event policy to ensure you are familiar with VEPC's third party activity guidelines.

Signed _____ Date _____
(Sponsor/Agent)

Signed _____ Date _____
(VEPC Representative)

Third Party Event Guidelines

1. Victoria Epilepsy and Parkinson's Centre (VEPC) staff will assist event organizers as much as possible, however we cannot always provide staff, volunteers, committees, or event attendees. Victoria Epilepsy and Parkinson's Centre (VEPC) does not provide a mailing list to third party event organizers, though we may be able to assist with publicity.
2. Any expenses incurred from a third party event can be reimbursed from the event proceeds. VEPC is not responsible for any financial loss incurred from the event.
3. The event organizer must obtain written permission to use VEPC's name and/or logo before production or use of any materials.
4. If acquiring insurance for the event, it is the responsibility of the event organizer to do so.
5. VEPC is responsible for determining if sponsors, attendees or donors will receive a charitable tax receipt. Not all parties who donate funds, goods or services are eligible for charitable receipts under CRA guidelines.
6. VEPC requests that all funds be submitted no later than 30 days after the event. VEPC reserves the right to inspect all event financial records. Designation of funds received through third party events is determined by VEPC.
7. VEPC reserves the right to attend any fundraising event on our behalf, and is permitted to distribute materials on site to attendees and sponsors.
8. Victoria Epilepsy and Parkinson's Centre (VEPC) reserves the right to withdraw consent to the use of its name and logo if any circumstances unforeseen at this time could damage the reputation of VEPC in the community.

Signed _____ Date _____
(Sponsor/Agent)

Signed _____ Date _____
(VEPC Representative)