



DOMESTIC ABUSE SERVICES OXFORD
protection | prevention | possibilities

Third Party Events Guidelines & Registration Form

We sincerely appreciate your interest in ***Domestic Abuse Services Oxford*** (DASO) and the work we do in Oxford County. We could not offer our range of essential programs and services without the financial help of our community supporters, benefactors and donors. Together we can help women, children and adolescents impacted by domestic abuse and/or homelessness in all the communities of Oxford County!

Included in this package you will find our terms and conditions for hosting a third party event, as well as our registration/event agreement form. Please complete, sign and return this form to us before you start advertising your event. If you require clarification or have any questions please don't hesitate to contact Heather Werby, Executive Assistant at heather@daso.ca or 519-539-7488, ext. 236.

Thank you for making a difference!

Terms and Conditions

1. Event organizers shall complete and sign the third party registration/event agreement form before marketing their event.
2. All printed materials must be approved by the Executive Director of Domestic Abuse Services (DASO) prior to printing and must clearly state the amount of proceeds we are receiving from the event, i.e. all proceeds, net proceeds, partial proceeds, or percentage of proceeds.
3. When using our logo, we insist that you adhere to our guidelines and that no changes are made to our logo. Domestic Abuse Services Oxford has sole jurisdiction over the use of our logo and any promotional materials created using the name and/or logo.
4. Domestic Abuse Services Oxford will NOT endorse the sale of any products or services.
5. The third party event may not be for the purpose of obtaining business contacts to benefit the third party's business; this will be considered a conflict of interest.
6. If for any reason we feel that our reputation may be compromised, or the event is not compatible with our agency values, we reserve the right to cancel our agreement. We are not responsible for any financial or other damages that may result from such cancellation.
7. All sporting events require that participants sign a waiver form waiving Domestic Abuse Services Oxford of physical, personal and financial liability.
8. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.
9. Event organizers shall acquire all permits and licenses and are responsible for all advertising for the event. Domestic Abuse Services Oxford will promote the event on our website and Facebook provided we receive at least half the proceeds of the event. This will be posted no earlier than 60 days before the event.
10. Domestic Abuse Services Oxford is not responsible for any event expenses or any financial loss or unsettled accounts as a result of this third party event.
11. Tax receipts will be issued at the sole discretion of Domestic Abuse Services Oxford according to Canada Revenue Agency regulations and MUST be agreed upon prior to the event. When forwarding a list of donors for tax receipting purposes, individuals must be made aware of the fact that organizers are forwarding this information to DASO. Individuals must be given an option of not having their information forwarded, or opting out.
12. In order to conduct a lottery, bingo, raffle, 50/50 draw or game of chance a license must be obtained by the charity. DASO does NOT lend its name to lottery licenses run by independent third party events.
13. DASO is not responsible for selling tickets to the third party event.
14. We ask that any sponsors supporting your event are in line with DASO's Mission, Vision and Values. We will not support events whose donors promote the use of guns, violence or inequality against anyone.
15. DASO will provide if requested and available, volunteer support, a speaker or representative at the event, display or brochure materials.

Registration and Agreement Form

General Information

Name of Group/Organization: _____

Contact: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Event Information

Name of Event: _____

Date(s) of Event: _____ Time(s): _____

Event Location: _____

Brief Description of Event: _____

Expected number of attendees: _____ Revenue Goal: _____

What proceeds will be donated to Domestic Abuse Services Oxford?

- All proceeds (no expense deductions) Net proceeds (minus expenses)
- Partial proceeds (portion of each ticket sold) Percentage of proceeds (list % _____)
- Will other charities be benefiting from this event? Yes No

If yes, please list: _____

Support

Will you need Domestic Abuse Services Oxford to issue tax receipts? Yes No

Will you need a speaker at the event: Yes No

If yes, when _____

Do you wish: A display Yes No

Brochures Yes No

How many? _____

Volunteers Yes No How many? _____ Volunteer duties? _____

Staff representation Yes No Use of Logo Yes No Letter of support Yes No

Sponsorship

Are you planning on soliciting sponsorship for this event: Yes No

I hereby acknowledge have reading and understanding the Terms and Conditions of Domestic Abuse Services Oxford (DASO) Third Party Event and will adhere to them, as outlined in this document. I hereby give permission to DASO to post our third party event on their website.

Print Name

Witness Print Name

Signature

Witness Signature

Date

Date

Please sign and return the completed form

To:

Heather Werby, Executive Assistant

Domestic Abuse Services Oxford

975 James Street

Woodstock, ON N4S 0A5

Or email the scanned document to heather@daso.ca

Or fax to 519-539-1163