



## **Third Party Events Guidelines & Registration Form**

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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 help of our community supporters, benefactors, and donors. Together we can help women, children and adolescents impacted by gender-based violence in all 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 prior to advertising your event. If you require clarification or have any questions, please do not hesitate to contact Samantha White, Communications Manager at [samantha@daso.ca](mailto:samantha@daso.ca) or 519-539-7488 ext. 236.

**Thank you for making a difference!**

## Terms and Conditions

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1. Event organizers shall complete and sign the third-party registration/event agreement form prior to advertising their event.
2. All printed materials must be approved by the Executive Director of Domestic Abuse Services Oxford (DASO) prior to printing and must clearly state the amount of proceeds we will be 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. DASO has sole jurisdiction over the use of our logo and any promotional materials created using the name and/or logo.
4. DASO 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, at any time, we feel that our reputation may be compromised, or the event is not compatible with our agency's mission, vision or 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 absolving DASO 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. DASO will promote the event on our social media accounts, and/or website provided we receive at least half the proceeds of the event. This will be posted no earlier than 30 days before the event.
10. DASO 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 DASO 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 DASO. 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 weapons, 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: \_\_\_\_\_

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### Event Information

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

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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? \_\_\_\_\_

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

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### Sponsorship

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

I hereby acknowledge that I have read and understood 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 and/or social media accounts.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please return the signed document to:

Samantha White,  
Communications Manager  
Domestic Abuse Services Oxford  
975 James Street  
Woodstock, ON N4S 0A5

Or email the completed and signed document to [samantha@daso.ca](mailto:samantha@daso.ca)