



Cowichan Women Against Violence Society

103-255 Ingram St. Duncan BC V9L 1P3 250-748-7000 Fax 250-748-9364
Email: cwav@cwav.org Registered Charitable Organization #118878339RR0001

3rd Party Special Event Agreement

We, _____ (organization) agree to hold a special event / promotion to benefit CWAV Society in accordance with the guidelines here.

The Special event / promotional campaign shall be described as follows:

The event / promotion will take place from _____ to _____

The location of the event / promotion will be _____

We agree to the following:

- To submit all copy for advertisements, press releases, print, media and other event-related promotional materials to the Resource Development Department of CWAV Society for approval before production or use. The Society reserves the right to final approval on all promotional materials bearing its name or logo.
- To use only the authorized name and logo of CWAV Society in all media and printed materials.
- To provide space for CWAV Society display and information table at the event / promotion.
- To underwrite all costs of the special event / promotion and to work within the budget submitted with the application. No costs shall be incurred by CWAV Society unless previously agreed in writing.
- To seek prior approval before approaching any business or individual in the community for funding, prizes or other donations; this ensures that there are no conflicts with CWAV Society's corporate giving program.
- To attend a brief meeting with a CWAV Society representative at a mutually agreeable time.
- To provide a list of all donors, the amount of the donation (or value of goods) and a mailing address to CWAV Society; this allows us to provide tax receipts and or recognition where appropriate.
- To obtain all necessary BC Gaming Licenses and to comply with gaming regulations for any games of chance (50850, raffles, wheels of fortune, etc).
- To handle all monetary transactions for the special event and to present the proceeds to CWAV Society in a timely manner.
- To provide all staffing and volunteers for the special event / promotion unless prior arrangements have been made to use CWAV Society volunteers. If CWAV Society volunteers are required, to allow adequate time for us to recruit them.
- Where applicable, to provide _____ complimentary tickets to the event / promotion for use by CWAV Society.

SIGNED: _____
(For Event Organizer)

Date: _____

SIGNED: _____
(For CWAV Society)

Date: _____