



Lake Simcoe
Conservation
Foundation

THIRD PARTY EVENT AGREEMENT FORM

Thank for considering Lake Simcoe Conservation Foundation (LSCF) as you plan your fundraising event. Please tell us about your organization and the event opportunity by filling in the form below and submitting to LSCF. Approval should occur within about 5 business days. Thank you for supporting a cleaner and healthier Lake Simcoe watershed.

Your Organization Information

1. Organization Name:			
2. Contact Name			
3. Address:			
	(Street)	(City)	(Postal Code)
4. Phone:			
	(Work)	(Cell)	
5. Email:			
6. Social Media:	Facebook Event Page: _____ Twitter Username: _____ Instagram Username: _____		
7. Tell Us a bit about your Organization:			

8. Why did you decide to support Lake Simcoe Conservation Foundation?

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Event Information

9. Event Name:		
10. Event Date:		Length of Event:
11. Event Location:		
12. Event Description:		

Event Financial Information

13. Event Fundraising Goal (\$): _____

14. Expected Event Revenues (\$): _____

15. Expected Event Expenses (\$): _____

16. How are you planning to fundraise for LSCF?

17. If there are Event Sponsors, please list to avoid any potential conflict.

18. Do you require tax receipts Yes No

Note: All tax receipting must be discussed with LSCF prior to the event. Tax receipting will be in adherence with the regulations of the Canada Revenue Agency and the gift acceptance policies of LSCF.

Promotion

19. How are you planning to promote your event?

Brochures Newsletters TV / Radio Ads Social Media Other



20. Are you planning to use the LSCF logo for promotion? Yes No

LSCF will provide the logo as well as approval of its use once this agreement has been approved.

21. Would you like LSCF to promote your event in their social media channels? Yes No

22. Will you require an LSCF representative at your event? Yes No

Disclaimer: Every effort is made, but scheduling conflicts can occur

Terms and Conditions

- I agree that Lake Simcoe Conservation Foundation's name and logo are important symbols which should not be misrepresented in the community. Prior to publicizing or holding the event LSCF must approve the use of their name and logo.
LSCF assumes no legal or financial responsibility or financial liability associated with this event.
LSCF cannot be held liable for any risk or injury, or other damages in conjunction with this event.
Tax receipts will be issued in accordance to Canada Revenue Agency guidelines.
Proceeds from this event will be directed to priority Lake Simcoe watershed environmental initiatives that are executed by Lake Simcoe Region Conservation Authority (LSRCA).
LSCF reserves the right at any time to withdraw support of the event and the use of the LSCF name and logo should be event undermine LSCF's mission, values and policies.

By signing below, I verify that all information on the Third Party Event Agreement form is accurate and I agree to the terms and conditions as outlined above:

Name: _____

Date: (DD/MM/YYYY) _____

Signature: _____

Please submit the completed Third Party Event Agreement Form with any attachments to:

By email: Foundation@lsrca.on.ca (preferred)

By mail: Lake Simcoe Conservation Foundation, 120 Bayview Parkway, Newmarket, ON L3X 3W3

Thank You. For questions or further inquiries, please contact LSCF at (905) 895-1281.

LSCF Approval Signature: _____ Date: (DD/MM/YY) _____