



BC & ALBERTA GUIDE DOGS

Third Party Event Registration Form

General Information

NAME OF GROUP/ORGANIZATION: _____

PRIMARY CONTACT: _____

PHONE: _____ CELL: _____

EMAIL: _____

ADDRESS: _____

ADDRESS CONT: _____

Event Information

NAME OF EVENT: _____

DATE(S): _____

TIME(S): _____

EVENT LOCATION: _____

BRIEF DESCRIPTION OF EVENT: _____

EXPECTED # OF ATTENDEES: _____ REVENUE GOAL: _____

What proceeds will be given to BC & Alberta Guide Dogs?

- All proceeds (no expense deductions) Net proceeds (after deducting expenses)
 Partial proceeds (portion of each ticket sold) % of proceeds (list %) _____

Will other charities be benefiting from this event? Yes No

Support from BC & Alberta Guide Dogs

We would like: Speaker at event. Dog at event. Staff representation
(please check) Display Handouts Social media promotion Other _____

Third Party Event Guidelines

BC & Alberta Guide Dogs relies on the community's generous support. We sincerely appreciate your support for the work we do for the blind and with low vision, Veterans and First Responders and children with profound autism and their families living in British Columbia and Alberta.

Please find our terms and conditions for hosting a third party event below. Fill out the application form and return to us before you can start advertising your event.

Terms and Conditions:

1. Event organizers shall sign this agreement form before advertising their event.
2. Each third party event and print materials must be approved by the BC & Alberta Guide Dogs Development Officer.
3. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.
4. Organizers must ensure that their event complies with all applicable local laws, regulations, and permits, including but not limited to health and safety regulations, food handling permits, gaming and liquor licenses, and noise ordinances.
5. Organizers are responsible for maintaining accurate records of all funds raised and expenses incurred during the event. Upon request, organizers must provide documentation to BC & Alberta Guide Dogs to ensure transparency and accountability.
6. Organizers must conduct fundraising activities ethically, avoiding any deceptive or misleading practices. Funds raised should be used exclusively for the intended purpose and in accordance with BC & Alberta Guide Dogs' policies and procedures.
7. If for any reason we feel that our reputation may be compromised, we reserve the right to cancel our agreement.

I hereby acknowledge that I have read and understand the Terms and Conditions of BC & Alberta Guide Dogs' Third Party Events, and will adhere to them as outlined in this document. I hereby give permission to BC & Alberta Guide Dogs to post our third party event on their website.

Print Name: _____

Signature: _____

Date: _____

For further information and to submit this document, please contact:

Ranil Prasad, Development Officer
Ph: 604-940-4504
E: ranil.prasad@bcandalbertaguidedogs.com
Address: 7061 Ladner Trunk Rd., Delta, BC V4K 3N3