

## Community Fundraising Initiative Full Terms and Conditions

The organizer **agrees to** the following **Terms**:

- Handle all monetary transactions (ticketing, transactions, pledges, registrations, etc)
- Provide staffing and volunteers for the special event (this includes solicitation for prizes, event areas, ticket sales, set up/take down, raffle selling, sponsors, etc.)
- Obtain all necessary permits and licenses for the event and take responsibility to abide by all rules and regulations set out by British Columbia Gaming Policy and Enforcement Branch (BC Gaming) and/or City Permit and Licensing offices. \* Please note that we never loan our charitable registration number to any individual, group or organization.
- Follow the Victoria Hospitals Foundation's receipting policies, which adhere to rules and regulations set out by the Canada Revenue Agency (CRA).
- Clarify risks involved with the foundation and take responsibility for all financial and liability requirements of hosting an event. No costs or liability associated with the event shall be incurred by Victoria Hospitals Foundation or their affiliates.
- Provide a copy of third-party liability for the day (or duration) of the event. Insurance should include the Foundation as a co-insured and indemnify the Board of Directors, Victoria Hospitals Foundation, Royal Jubilee Hospital, Victoria General Hospital and all affiliations contained therein.
- Present the proceeds to the Foundation within a reasonable timeframe (30 days suggested).
- Identify how complaints or external controls for media will be handled. The organizer agrees to inform the Foundation immediately of any circumstance that may or may not result in front page news, scandal, damage the Foundation's reputation, create a media frenzy or increase the Foundation's telephone/email/fax inquiry volumes.
- The organizers & their affiliates (including contracted service providers) understand that they will uphold and protect the reputation of the Foundation. The organizer will obtain agreement from those who are working with the organizers.
- Identify who owns the rights to photographs and obtain all necessary release forms.
- Proper use of the authorized name/logo of Victoria Hospitals Foundation in all promotional materials related to the event.
- Use the authorized name/logo of Victoria Hospitals Foundation according to the provided Guidelines for usage.
- Conduct a post-event debrief and evaluation with the Foundation.
- Understands that the Foundation reserves, at any time, the Right to Withdraw -See below.

### **The Right to Withdraw:**

The Foundation reserves, at any time, "the Right to Withdraw" permission surrounding use of our name/logo, participation in the event, or any part of the special event that is not within compliance with the Foundation's policies & procedures, mission statement, operational principles and values, the Foundation's Board of Director's governance or decision-making, best-practice fundraising conduct (including deceptive or unethical fundraising methods), misrepresentation of facts made publically (including social media outlets, blogs and email), contravention of municipal, provincial or federal regulations (including PIPPA, FOIP and the Personal Privacy Act), responsibility to third-party contracts or service providers obtained by the event organizer, trademarks or other mutual agreements (including verbal, non-verbal or written or unwritten and/or issues assumed to have been mutually understood.)