



# Third Party Event Guidelines & Registration Form

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Family Service Regina relies on the community's generous support. We sincerely appreciate your interest in our agency, and that you wish to support the work we do in Regina. Together, we can help families thrive!

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 before you start advertising your event.

We would be happy to assist you with any questions you have, so please contact:

Carissa Trenton  
Communications & Fund Development

[ctrenton@familyservicereigna.com](mailto:ctrenton@familyservicereigna.com)  
306-757-6708 for assistance

**Thank you!**

# Terms and Conditions

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1. Event organizers shall complete and sign the third party registration/event agreement form before marketing their event.
2. All printed materials must be approved by the Communications and Fund Development Coordinator prior to printing and must clearly state the amount of proceeds we are 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 color guidelines and that no changes are made to our logo. Family Service Regina has sole jurisdiction over the use of our logo and any promotional materials created using the name and/or logo.
4. Family Service Regina 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 may be considered a conflict of interest.
6. If for any reason we feel that our reputation may be compromised 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, waiving Family Service Regina 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 licences and are responsible for all advertising for the event.
10. Family Service Regina is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third party event.
11. Tax receipt will be issued at the sole discretion of Family Service Regina according to Canada Revenue Agency 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 Family Service Regina. 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 licence must be obtained by the charity. Family Service Regina does NOT lend its name to lottery licences run by independent third party events.
13. Family Service Regina is not responsible for selling tickets to the third party event.
14. We ask that any sponsors supporting your event are in line with Family Service Regina's Mission, Vision and Values. We will not support events promoting the use of guns, violence or inequality.
15. Family Service Regina may possibly provide if requested and available, volunteer support, a speaker or representative at the event, display or brochure materials.

# Registration and Agreement Form

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## 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: \_\_\_\_\_

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

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Expected number of attendees: \_\_\_\_\_ Revenue Goal: \$ \_\_\_\_\_

What proceeds will be donated to Family Service Regina?

- All proceeds (no expense deductions)       Net proceeds (minus expenses)
- Partial proceeds (portion of each ticket sold)       Percentage of proceeds (list percentage \_\_\_\_\_ %)

Will other charities be benefiting from this event?  Yes     No

If yes please list: \_\_\_\_\_

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## Support

Do you need Family Service Regina to issue tax receipts?  Yes  No

Do you need our pop-up display?  Yes  No

Do you need donation cards?  Yes  No If yes, how many? \_\_\_\_\_

Do you need brochures?  Yes  No If yes, how many? \_\_\_\_\_

## Sponsorship

Are you planning on soliciting sponsors for this event?  Yes  No

If yes, please list the names of potential sponsors that you are approaching:

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I will adhere to the Terms and Conditions of Family Service Regina's Third Party Events, as outlined in this document. I give permission to Family Service Regina to post our third party event on their website.

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Print Name

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Signature

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Date

Please sign and return the completed form to:

Carissa Trenton  
Communications & Fund Development  
Family Service Regina  
#200 -1440 Broadway Ave  
Regina, Saskathcewan S4P 1E2

Or fax to:  
306-757-0133  
Attention: Carissa Trenton

Or email:  
ctrenton@familyserviceregina.com