



**Third Party - Community Event Proposal Form**

**Date of proposal:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Contact Information:**

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Event Information:**

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

Location and address of event: \_\_\_\_\_

Briefly describe the event: \_\_\_\_\_

Expected # of participants: \_\_\_\_\_

Who is organizing the event?  Company  Organization  Personal

If company, please state the nature of the business and when it was founded:

Website address (if applicable): \_\_\_\_\_

Who is responsible for the event? \_\_\_\_\_

What type of event are you hosting?  One time  Annual Event

Is this the first year of your event?  Yes  No

If no, please indicate previous beneficiary \_\_\_\_\_

Will alcohol be available at the event?  Yes  No

**NOTE:** Bryony House assumes no legal or financial liability associated with the event and will not take out liquor licenses for third party community events. For certain types of events, Bryony House may require the organizing committee to acquire their own insurance and provide proof if requested.

**Financial Information:**

Projected Financial Information:

Revenue: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

Estimated contribution to Bryony House: \$ \_\_\_\_\_

Will the proceeds from your event be donated only to Bryony House?  Yes  No

If no, what other charities will be involved? \_\_\_\_\_

**NOTE: Bryony House may require an additional budget form be completed to provide further information regarding your application request.**

How funds will be raised: (please check all that apply)  donations/pledges

silent/live auction  ticket sales  product sales

raffle  50/50 draw  bingo

corporate sponsorship - list organizations (if applicable) \_\_\_\_\_

---

**NOTE:** If there is to be any gaming at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 weeks to complete. Please discuss this with the Bryony House Fund Development Coordinator, contact below.

other fundraising methods – please explain: \_\_\_\_\_

Will you require Bryony House issued pledge forms for your event?  Yes  No

**NOTE:** Only Bryony House issued pledge forms are able to be used for an approved community event in the cases where pledges will be collected as a source of revenue for the event.

Will you require tax receipts for this event?  Yes  No Reason: \_\_\_\_\_

**NOTE:** Bryony House will have full control over the issuing of tax receipts in accordance with Canada Revenue Agency (CRA) guidelines. Where a donation is eligible for a tax receipt, the cheque must be made payable directly to the Halifax Transition House Association from the donating corporation or individual. Bryony House does not issue tax receipts for in-kind donations, ticket sales, auction items or event sponsorships.

### Promotional Information:

How will you be promoting your event? \_\_\_\_\_

Will you be promoting it:  Locally  Regionally  Provincially

Will you be promoting it in:  English  French  Both

Do you require the use of the Bryony House name and/or logos for promotional use?

Yes  No If yes, please specify: \_\_\_\_\_

**NOTE:** Bryony House must give approval to all materials and advertising copy that uses the Bryony House name and/or logo prior to publication and/or distribution (including websites). Approval of the use of the logo and Bryony House name is in relation to your event as outlined above as well as any related promotional materials (subject to approval process outlined above). This right is for your exclusive use, cannot be assigned or transferred.

### Support Materials:

What Bryony House materials would be useful to your event? (please approximate quantities)

brochures # \_\_\_\_\_  public education material # \_\_\_\_\_

display board # \_\_\_\_\_  other # \_\_\_\_\_

**Other Information:**

Please indicate if you would like a speaker for the event.  Yes  No

**NOTE:** Bryony House involvement (staff) as well as expected time commitments must be agreed upon prior to the commencement of the event. Decisions around Bryony House involvement for each event will be determined at Bryony House's discretion based on factors such as availability, size and nature of event, etc..

Would you like the event listed on Bryony Houses website and/or social media sites?  
 Yes  No

If yes, please provide a brief written paragraph describing the event, including event date, time, location and how to purchase tickets/register.

Please identify any additional information you feel the Bryony House should know regarding your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Terms and Conditions**

Bryony House will accept all projects as ethical and compatible with our mission and objectives. The public perception of the activity must not be injurious to Bryony House.

Bryony House requires that the company/individual/group organizing the event is using satisfactory financial controls. The financial records and bank information for the event must be available if requested.

The event should be financially viable in the opinion of Bryony House. As such, Bryony House reserves the right to withhold the use of its name and/or logo from any event, which it feels is not financially or otherwise appropriate.

All funds must be received by Bryony House no later than **30 days** after the day of the event.

Use of the funds from the event will be determined solely by Bryony House.

**Please read the following and sign below to verify that you understand all the conditions outlined on this form.**

*Halifax Transition House Association - Bryony House respects your privacy and will never sell, trade, or loan your information to any other organization. Your information will only be used for follow-up contacts (such as our newsletters), and to process and recognize your donations. Your information will only be disclosed to our own employees and agents and only to accomplish the purposes listed above. By providing this information you consent to our collection of the information.*

*By signing this document, I agree to the collection of the preceding information to allow the Bryony House to evaluate the event and the level of their involvement. This information may be disclosed to employees of Bryony House as necessary to perform this evaluation and any requested activities. I am aware that this information will be kept for 5 years. I also agree to the Terms and Conditions outlined above.*

Signature of event organizer: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax or mail this form to:**  
Amanda Quarmby-Bennett  
Fund Development Coordinator  
3399 Novalea Drive  
Halifax, NS B3K 3E6  
Fax: (902) 429-0954 Telephone: (902) 429-9001