

## THIRD PARTY EVENT PROPOSAL FORM

Before organizing your event, please complete this event form. We require event organizers to register their events with the ROM Governors to ensure we provide the appropriate support and to ensure the community is aware of the events that support the ROM.

Fields marked with an asterisk are required.

### CONTACT INFORMATION

Individual or Organization planning the proposed event\*:

Contact name\*:

Mailing address\*:

City\*:

Province\*:

Postal code\*:

Phone (Day) \*:

Phone (Evening):

Email address\*:

### EVENT DESCRIPTION

Name of the Proposed Event\*:

Brief Description of the Proposed Event\*:

What was the inspiration for the Proposed Event?

Event Date\*:

Event Time:

Event Location:

Will this be an annual event? ☐ Yes ☐ No

Has this event taken place before? ☐ Yes ☐ No

How many people do you anticipate will attend the event?

How will funds be raised e.g. ticket sales, raffles, pledges, etc.? \*

#### PROPOSED EVENT BUDGET\*

All expenses must be paid from the revenue generated from your event. Please list your expected revenue and estimated expenses. If necessary please attach a separate page.

##### REVENUE

Sponsorship \$ \_\_\_\_\_  
 Donations \$ \_\_\_\_\_  
 Ticket Sales \$ \_\_\_\_\_  
 Silent Auction \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Total Revenue \$ \_\_\_\_\_  
 Net Profit \$ \_\_\_\_\_

##### EXPENSES

Venue \$ \_\_\_\_\_  
 Catering \$ \_\_\_\_\_  
 Printing \$ \_\_\_\_\_  
 Advertising \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Total Expenses \$ \_\_\_\_\_

#### EVENT PROMOTION, LICENSES AND TAX RECEIPTS\*

How do you plan to promote the event?

- ☐ Brochures/flyers ☐ Newsletters ☐ TV ads  
☐ Social media (e.g. Facebook) ☐ Print ads ☐ Personal network  
☐ Coupons ☐ Radio ads ☐ Other, please

specify: \_\_\_\_\_

Do you require an electronic copy of our logo? ☐ Yes (JPEG) ☐ Yes (vector file) ☐ No

Will your event require tax receipts? ☐ Yes ☐ No

Does your event require a gaming license? ☐ Yes ☐ No

## THIRD PARTY EVENT AGREEMENT

The ROM Governors lends support to further the ROM's mission. The ROM Governors invites and welcomes special events organized and sponsored by individuals, corporations and organizations on its behalf.

In accordance with Canada Revenue Agency (CRA) guidelines and for the benefit of the ROM, the ROM Governors and event organizers, the ROM Governors has outlined the following policies, criteria and guidelines below. We encourage you to read the following information carefully. If you need further clarification, please contact Katie McMullen at [katiemc@rom.on.ca](mailto:katiemc@rom.on.ca) or 416.586.5772.

## POLICIES

The organization/individual organizing the event agrees to:

1. Submit the Third Party Event Proposal Form, which includes a detailed description of event plans, budget and resources required.
2. Maintain a positive and professional image at all stages of the event planning and execution process and give the ROM and the ROM Governors positive exposure and increased awareness.
3. Ensure benefits are directed to the ROM.

The ROM Governors reserves the right to:

1. Refuse involvement and the use of its name and/or logo, in any event that does not meet its approval.
2. Withdraw agreement by giving the event organizer a 24 hour notice with no financial and/or collateral obligations that may result from such cancellation.

## GUIDELINES

- The ROM Governors will not assume any legal and/or financial liability associated with your event.
- The ROM Governors will not be named in, or sign contracts on behalf of the event organizer nor will contracts be signed or obligations be made on behalf of the ROM Governors.
- The event organizer will submit the event net proceeds with all related financial reports including a complete list of event expenses and revenues within 90 days of the event. ROM Governors retains the right to verify the financial reports. Additionally, under Canada Revenue Agency guidelines, in order for gifts to be eligible for income tax receipting in any given calendar year, the ROM Governors must have received the gift by the last business day of December or a donation must be post marked prior to December 31.
- The event organizer will provide the ROM Governors with a week's notice if the event is cancelled.

## FINANCIAL

- Per Canada Revenue Agency guidelines, the ROM Governors can issue tax receipts only to individuals or organizations that make a donation without receiving any product or tangible item in return. In order to ensure our status as a charitable organization with the Canadian Revenue Agency, it is imperative that we handle matters around receipting in an appropriate, timely, efficient and legal manner.
- The ROM Governors will not underwrite any third party events. Under no circumstances is the ROM Governors able to offer funding or reimbursement for event expenses.

## USE OF LOGO & NAME AND PROMOTION

- The ROM Governors will allow the use of the ROM logo and name in communications to the public and media to promote agreed upon event. Any use of the ROM logo and name must be approved, in writing, prior to its use.
- The ROM Governors will request and provide approval for promotional material created for the agreed upon event.
- The ROM Governors will not provide nor give out its mailing and/or donor list to event organizers or mail out promotional materials to the ROM Governors donor or membership database on behalf of the agreed upon event.

## INSURANCE, LICENSES AND FEES

- The ROM Governors will not cover insurance for third party events.
- For any sporting events, the event organizer is responsible for obtaining all participants to sign waiver forms waiving any physical, personal, and or financial liability.
- Any event involving licenses and fees will conform to government regulations. The ROM Governors will not fill out applications for license/permits the event may require. The event organizer is required to provide copies of licenses and/or permits upon request.
- Gaming and lotteries including bingos, 50/50 draws, gambling, raffles or games of chance often have special considerations that require permits. Please visit the Alcohol and Gaming Commission of Ontario website for more information. The ROM/ROM Governors will not endorse/support or accept donations from events that are not able to be licensed. Legally, all raffles must be registered with your local municipality. There is a processing time of approximately 8 to 10 weeks to receive a raffle license. The ROM/ROM Governors will not apply for a raffle license unless the net proceeds to the foundation will meet or exceed \$50,000.
- The event organizer will pay the fees for required license and/or permit.

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete, sign and return the Third Party Event Proposal Form by email to [katiemc@rom.on.ca](mailto:katiemc@rom.on.ca) or by fax to 416.586.5649. Acknowledgement of your application will be forwarded to you within 10 business days.

If you have any questions, please contact Katie McMullen at 416.586.5772 or [katiemc@rom.on.ca](mailto:katiemc@rom.on.ca).

Thank you for your support!

Charitable Registration No. 11904 8106 RR0001 201104712