



Hamilton Food Share
339 Barton Street
Stoney Creek, ON L8E 2L2
Phone: (905) 664-9065
Fax: (905) 664-2108

EVENT AGREEMENT FORM

Please complete all sections below. Agreement is not valid until signed by both the event organizer and Hamilton Food Share.

Name of group/company planning the event:

Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Tel. Business: _____ Tel Home: _____ Fax: _____

Email: _____ Organization's Website: _____

Event Name: _____ Date: _____ Time: _____

Event Location and Address: _____

Briefly describe the Event: _____

Do you require written acknowledgement of this event from Hamilton Food Share? Yes No

Will you be collecting _____
 ___Food
 ___Financial Donations
 ___Food and Financial Donations

Hamilton food share would be pleased to offer the support stated below where possible. What do you anticipate you might need?

- ___Printed material relating to Hamilton Food Share.
- ___A copy of logo
- ___A representative from Hamilton Food Share to attend your event.
- ___Boxes for food collection
- ___Coin Jars for cash collection
- ___Other _____

Will Hamilton Food Share receive the full proceeds from your event or partial proceeds after your event expenses are paid?

Full Proceeds
 Partial Proceeds

Will participants require tax receipts for this event? Yes No

Offering tax receipts must be pre-approved by Hamilton Food Share. Tax receipts will be issued according to Canada Revenue Agency Guidelines. If a tax receipt is required, a list must be submitted and must include name, full address and tax receipt amount. Tax receipts are issued for donations of \$10 or more. Event registration is not tax receiptable.

Will you be contacting media about this event? Yes No

All materials being submitted to media must be pre-approved by Hamilton Food Share.

Please read the following:

- I understand that Hamilton Food Share is not responsible for promotions and advertising of this event and that all promotional materials must be approved by Hamilton Food Share prior to distribution
- I understand and acknowledge that Hamilton Food Share can, at any time, withdraw the use of its name and logo
- Hamilton Food Share shall incur no costs or liability associated with this event.
- Hamilton Food Share cannot issue receipts for gifts-in-kind or proceeds from sales or gaming.
- I agree to submit the proceeds from my fundraising event to Hamilton Food Share
- Hamilton Food Share is not responsible for obtaining insurance, permits or licenses for this event.

By signing, I acknowledge that I have read and understand the above statements.

Signed: _____

Date: _____

Please print your Name: _____

Please print your title: _____

Signed on behalf of:
(name of organization) _____

Signed on behalf of
Hamilton Food Share: _____
Jim Martin, Annual Giving and Communications Specialist

Date: _____