



Arthritis Research Canada

Third Party Fundraising and Liability Release Agreement

Please complete and return this form via fax or to the address below.

I individually or as a representative of the below named business or organization agree to the above terms and conditions and hereby fully release and agree to hold harmless ARC, their officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers of and from any and all liability, claims, expenses, or causes of action for any reason.

Personal Information	
Your name:	Phone number:
Email Address:	
Business or Organization Name: (Optional)	
Event Information	
Event Name:	Event Date:
Event Location:	No. of Attendees: (aprox.)
Event Description: (Optional)	

Please send to:

Scott Williams, Special Events Coordinator
Arthritis Research Canada
5591 No. 3 Road, Richmond, BC, V6X 2C7
T: 604.207.4013 F: 604.207.4059
E: swilliams@arthritisresearch.ca
Website: www.arthritisresearch.ca



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Arthritis Research Canada (ARC) appreciates your support in hosting a third party event in support of our mission. Events such as yours are important in our efforts to advance arthritis research.

The following guidelines are established to ensure your event is compliant with ARC's third party event policies and procedures. The guidelines are meant to help you hold a successful event and to protect the brand and reputation of ARC.

1. Terms and Conditions

- a. Event organizers must receive written approval prior to promoting the event.
- b. The Arthritis Research Canada name and logo are important symbols and should not be misrepresented.
- c. Arthritis Research Canada does not specifically endorse products, corporations, individuals or services. Accordingly, your event must be promoted in a manner that avoids any statement or appearance of endorsement.
- d. Arthritis Research Canada has no fiduciary responsibility for your event and assumes no liability for its planning, execution, staffing (including volunteers), promotion or the collection and management of food or monetary donations. Arthritis Research Canada will not pay any expenses incurred by the listed third party event. Third party event organizers must take proper precautions in securing necessary insurance and coverage for the event.
- e. All promotional materials must clearly state that your event is raising funds for Arthritis Research Canada and include the percentage or amount (i.e. all proceeds) that will be donated to Arthritis Research Canada.
- f. Arthritis Research Canada cannot solicit sponsors for your fundraising event and will not provide any donor, volunteer or celebrity contact information, mailing lists, press contacts, press releases or formal advertising.
- g. Event organizers may not open any bank accounts using the Arthritis Research Canada name or taxpayer identification number.
- h. If payments are made to the event organizer and the event organizer is not a Canada Revenue Agency qualified organization, the payments will not be eligible for income tax purposes.
- i. Arthritis Research Canada is not responsible for any financial loss and may withdraw support of this third party event cancelling this agreement at any time should any activity be discovered to undermine the mission of Arthritis Research Canada.
- j. If personal information is collected from donors at the event, you must insure that the information is kept confidential and secure.
- k. Arthritis Research Canada must receive all donations within 30 business days of the conclusion of the event and/or promotion.
- l. The event organizer is responsible for acquiring any applicable licences for liquor or gaming activities.



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2. What Arthritis Research Canada **can** do for you:
 - a. Offer advice on the planning of your event
 - b. Approve the use of the Arthritis Research Canada logo
 - c. Promote your event through social media
 - d. Have your event listed on the Arthritis Research Canada website
 - e. Provide Arthritis Research Canada branded event materials (Banners, Poster Templates, Brochures)
 - f. Send acknowledgement letters to individuals who make a donation directly to Arthritis Research Canada
 - g. Issue tax receipts (Must be in accordance and follow Canada Revenue Agency rules and regulations)

3. What Arthritis Research Canada **cannot** do for you:

This information is stated in advance so there are no disappointments or misunderstandings with regard to our ability to participate with you and support your fundraising event.

- a) Guarantee Arthritis Research Canada representative, staff or volunteer support on the day of the event or leading up to your event – though we will do our best to accommodate all requests. Please let us know about your event as early as possible
- b) Share access to Arthritis Research Canada’s donor contact information
- c) Fund or reimburse any expenses throughout the planning and execution of your third party event
- d) Allow Arthritis Research Canada to be represented as a sponsor or organizer of the event
- e) Guarantee attendance
- f) Solicit sponsorship revenue