



Charitable Registration: #11923 6792 RR0001

Community Event Application

Contact Information								
Name of Contact/Organization/Group (As Applicable):								
Please select the category that	at hest de	scribes	VOII.					
Corporation School Community Group Service Club Individual Other								
Name of Primary Contact:								
Mailing Address								
Street Number:	Street N	amo:						
City:	Succin	arrie.	Province:	Postal Co	ide.			
Telephone	Cell:		TTOVITICE.	Work:	ide.			
Res:	CCII.			VVOIN.				
Fax:	Email:							
7.674								
Event Information								
Name of event:		Antici	inated date(s):					
Time:	Anticipated date(s): Location:							
Event description:		Locat	1011.					
Livenia description.								
Do you require written acknowledgement from YWCA Hamilton?					□ Yes □ No			
Do you require a YWCA representative at your event for the purpose of					□ Yes □ No			
cheque presentation or speaking presentation?								
Would you like your event listed on the YWCA website and social media					□ Yes □ No			
platforms?								
Do you require use of YWCA	□ Yes □ No							
purpose of use:								
NACIL L C. C.	J· I	1	. 17					
Will you be contacting the media about your event?					□ Yes □ No			
(All materials being submitted to the media must be pre-approved by YWCA Hamilton) Will you require tax receipts for this event?					☐ Yes ☐ No			
- Offering tax receipts must be pre-	LI YES LINO							
- Tax receipts will be issued according to Canada Revenue Agency guidelines								
- Once approved, tax receipts will l								
- Tax receipts will only be issued if full contact information, including complete mailing address, of the donor is provided to YWCA Hamilton								
- Tax receipts will NOT be issued for	or sponsorsh	nips as th	e company will have rec	eived				
marketing value in return								
- YWCA Hamilton will issue a letter								
which should suffice as evidence of the charitable gift								
					1			

MacNab Branch/Head Office
75 MacNab St. South, Hamilton, ON L8P 3C1
F: 905-522-1870

Ottawa Branch 52 Ottawa St. North, Hamilton, ON L8H 3Y7 F: 905-545-7470





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Estimated Expenses Location \$ Printing Costs \$
D! dt
Prizes \$
Food/Beverages \$
Advertising \$
Entertainment \$
Total estimated expenses (B) \$
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Please Read the Following:

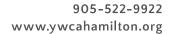
- I acknowledge that YWCA Hamilton's auditors may request verification of revenue from events being run on its behalf
- YWCA Hamilton shall assume no legal or financial liability
- I agree to provide staffing and volunteers for this event
- I agree to use my own mailing list and contacts for this event
- I understand I am responsible for all promotion of this event and all materials must be approved prior to distribution
- I acknowledge that YWCA Hamilton reserves the right to withdraw the use of its name and logo at any time, and will not incur any costs that may result in doing so
- I understand that I am responsible for applying for all permits, licenses, or insurance necessary
- I understand that YWCA Hamilton will not actively or directly participate in, or permit use of their names or logos to promote other social/recreational activities that would conflict with the mission and values of the organization
- In case of an event cancellation, I agree to contact YWCA Hamilton as soon as possible, no less than 24 hours prior to the event
- I agree to submit the proceeds from my Community Event to YWCA Hamilton within 30 days of the event, unless otherwise negotiated prior to the event

Privacy Statement

We respect your privacy. YWCA Hamilton collects your personal information in order to process your request to organize a fundraising event for YWCA Hamilton and will not use such information for any purpose other than that stated.

MacNab Branch/Head Office 75 MacNab St. South, Hamilton, ON L8P 3C1 F: 905-522-1870 Ottawa Branch
52 Ottawa St. North, Hamilton, ON L8H 3Y7
F: 905-545-7470







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I have read and agree to follow YWCA Hamilton's community event guidelines, as outlined in the attached Community Event Planning Guide.

Signature:(Organizer)	Print Name:	Date:	
(Organizer)			
Signature:	Print Name:	Date:	
(YWCA Hamilton)			

Thank you for submitting your completed Community Event Application form. You will be contacted by YWCA Hamilton within one week of receipt.





