

## Community Event Application

<b>Contact Information</b>			
Name of Contact/Organization/Group (As Applicable):			
Please select the category that best describes you: ___ Corporation ___ School ___ Community Group ___ Service Club ___ Individual ___ Other			
Name of Primary Contact:			
<b>Mailing Address</b>			
Street Number:		Street Name:	
City:		Province:	Postal Code:
Telephone Res:		Cell:	Work:
Fax:		Email:	

<b>Event Information</b>	
Name of event:	Anticipated date(s):
Time:	Location:
Event description:	
Do you require written acknowledgement from YWCA Hamilton?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a YWCA representative at your event for the purpose of cheque presentation or speaking presentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like your event listed on the YWCA website and social media platforms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require use of YWCA Hamilton logos? If yes, please describe the purpose of use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be contacting the media about your event? (All materials being submitted to the media must be pre-approved by YWCA Hamilton)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require tax receipts for this event? - Offering tax receipts must be pre-approved by YWCA Hamilton - Tax receipts will be issued according to Canada Revenue Agency guidelines - Once approved, tax receipts will be issued for gifts \$20 and above - 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 sponsorships as the company will have received marketing value in return - YWCA Hamilton will issue a letter to business and corporations regarding the donation, which should suffice as evidence of the charitable gift	<input type="checkbox"/> Yes <input type="checkbox"/> No



<b>Financial Information:</b> Please provide us with the best estimate of the following general budget information.			
Estimated Revenue		Estimated Expenses	
Cost per person	\$	Location	\$
# of people expected		Printing Costs	\$
Other (please list):	\$	Prizes	\$
		Food/Beverages	\$
		Advertising	\$
		Entertainment	\$
Total estimated revenue (A)	\$	Total estimated expenses (B)	\$
Total Gift to YWCA (A-B)	\$		
Expected date of gift to YWCA:			
Please note, proceeds will benefit area of greatest need, unless otherwise specified.			

**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.





905-522-9922  
www.ywcahamilton.org

Charitable Registration:  
#11923 6792 RR0001

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

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

**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

