



Third Party Agreement Form

Women's Habitat must approve this proposal form before helping to publicize an event.

A. Contact Information

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How did you hear about Women's Habitat? _____

B. Event Details

Event Name: _____

Event Date: _____ Time: _____

Venue: _____

Venue Address: _____

Please provide a brief description of the event and how it will raise funds/awareness in support of Women's Habitat.

C. Budget/Financial Information

Please provide an estimate of the projected revenue, expenses and total gift to Women's Habitat.

Estimated Revenue: _____ Estimated Expenses: _____

Do you require a tax receipt? Yes No

All receipting issues must be discussed with Women's Habitat prior to the event. Tax receipts will be given in accordance with the regulations of Canada Revenue Agency and Women's Habitat's policies and procedures.

D. Women's Habitat's Role

What is the expected attendance at your event? _____

Do you require a Women's Habitat representative to speak at your event? _____

Please indicate what you will require from Women's Habitat – logo; copies of newsletter; copies of annual report

E. Agreement

I agree that Women's Habitat's name and logo are important symbols which should not be misrepresented. Prior to publicizing or holding an event, Women's Habitat must approve this proposal and the use of its name and logo. By publicly naming Women's Habitat as the beneficiary of my event, I agree to donate the full amount of net proceeds raised within 30 days following the event. Women's Habitat reserves the right to cancel this agreement at any given time should the event undermine Women's Habitat's mandate or threaten its works and reputation within the community.

Please complete form and return to:

*Women's Habitat
Attention: Development Manager
140 Islington Avenue
Etobicoke, ON M8V 3B6*

E-mail: trobbinson@womens-habitat.ca

Tel: 416-252-7949 x 244

Fax: 416-252-1520

Thank you for supporting Women's Habitat!