

## PROPOSAL AND AGREEMENT

### Terms of Agreement:

Third Party Events are planned and implemented by individuals or organizations outside of CPAR. Any financial resources to support the event are not provided by CPAR. You are not running an event on behalf of CPAR. You are running an event and donating the proceeds to CPAR.

It is understood by the event organizer that:

- You need to fill in the Letter of Agreement form before running an event.
- The event in this proposal is planned and implemented by individuals or organizations outside of CPAR.
- CPAR's logo is a registered trademark. Promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases not supplied by CPAR need to be approved by CPAR. Proposed materials should be submitted via email to [ducci@cpar.ca](mailto:ducci@cpar.ca)
- CPAR will lend its name and accept the proceeds once the event is complete. CPAR will not be responsible for any legal or financial liability for this event.
- The Canada Revenue Agency has strict rules and regulations regarding the issuance of income tax receipts. If a tax receipt is required to be issued to the donors, please contact CPAR.
- Third party organizers are responsible for the collection of names and addresses of those that donate and to forward the information to CPAR. CPAR will mail a tax receipt to individuals within a week of receiving all relevant information.
- Proceeds should be sent to CPAR no later than 14 days following the event and should be mailed to CPAR, Attention: Dee Ucci, 1425 Bloor St., W, Toronto, ON, M6P 3L6.
- This agreement is valid only upon approval by CPAR
- CPAR reserves the right to cancel this agreement at any time.
- CPAR will try to accommodate requests for representatives/speakers but it is not always possible.

## **Photo Release:**

CPAR can post photos from your event on our website upon request. Please email photos to [ducci@cpar.ca](mailto:ducci@cpar.ca).

Permission must be obtained by persons other than the event organizer prior to submitting the photos. The event organizer will take full responsibility for any photos submitted, and must read and sign below:

The undersigned grants CPAR, the right to use photographs of myself and the attendees of my event, provided that the photos, in whole or in part, be used exclusively by the above mentioned organization.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(if under 18, please have legal guarding sign)

Date: \_\_\_\_\_

## **Release and Waiver of Liability and Indemnity Agreement:**

I understand that CPAR's logo and name are registered trademarks. Prior to publicizing or holding an event, CPAR must approve this proposal and use of name or logo. By publicly naming CPAR as the beneficiary of my event, I agree to donate the full amount of the net proceeds within 14 days following the event.

CPAR Release, Waiver and Indemnity Form: In consideration of the acceptance of my registration, and permission to participate, I, for myself, my heirs, executors, administrators, successors and assigns to hereby remise, release and forever discharge, waiver and save harmless, protect and keep indemnified CPAR and all its directors, officers, employees, servants, agents and representatives, and all other organizations, sponsors, representatives, their agents and their expenses, and demands, in respect of death, injury, loss or damage to my person or property related to or in any way connected with my being permitted to participate in this event, whether as a spectator or participant, no matter how or by whom such loss, damage or injury may have been caused and notwithstanding that such can be caused or contributed by the negligence of the aforesaid. I acknowledge further that I am physically fit to participate in my event, and that any equipment I use is technically fit and suitable for its intended use in regard to my event.

It is understood that the person receiving the release does so on behalf of each and every person and class of person so released and that the said permission is given to and shall be deemed to have been given by each such person and class of persons as consideration for my release.

I have read (have had read to me) this release and the terms and fully understand and agree therewith.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(if under 18, please have legal guardian sign)

Date: \_\_\_\_\_

### **Mail completed forms to:**

**Dee Ucci  
Donor Relations & Public Engagement Manager  
CPAR  
1425 Bloor St. W Toronto, ON M6P 3L6**