



Interim Place COMMUNITY EVENT FORM

| GENERAL INFORMATION | |
|---|---|
| Contact Name | |
| Name of Organization (if Applicable) | |
| Contact's role/title with organization | |
| Address | |
| Telephone | |
| Contact email & website(if Applicable) | |
| Location of Event | |
| Date of event | |
| Time of Event | From: _____ To: _____ |
| Date submitted to Interim Place | |
| What type of organization are you? (Please check) | <input type="checkbox"/> Individual <input type="checkbox"/> Community group <input type="checkbox"/> Registered charity (please print list CRA registration number) <input type="checkbox"/> Corporation <input type="checkbox"/> Other (please specify) |
| Please give details or a description of the Event | |
| Total number of people that your anticipate will attend and/or participate | |
| Is it open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No (not public) | |

Please complete and return this form by fax to: 905-403-9808
For more information contact Effie at 905-403-9691 ext. 2237



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SUPPORT NEEDED FROM INTERIM PLACE (please check all that apply)

| | | | | | | | | | | | | | |
|---|--|---|---|---|--|---|--|--|--|---|------------------------------------|--|--|
| <p>This event will be publized by you though which method: (please check all that apply)</p> <p>Interim Place will cannot provide: Mail/ email for donor lists or financial assistance.</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Mailing or Email Lists</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Your Web Site</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Paid media advertising (Please list)</td> <td style="border: none;"><input type="checkbox"/> Other (Please specify)</td> </tr> </table> | <input type="checkbox"/> Mailing or Email Lists | <input type="checkbox"/> Your Web Site | <input type="checkbox"/> Paid media advertising (Please list) | <input type="checkbox"/> Other (Please specify) | | | | | | | | |
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| <input type="checkbox"/> Paid media advertising (Please list) | <input type="checkbox"/> Other (Please specify) | | | | | | | | | | | | |
| <p>Will you permit Interim Place to review publicity materials before they are printed or published? (Please check)</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Yes</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No</td> </tr> </table> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | | | |
| <p>Will you be serving liquor at the event? Please note: Interim Place cannot provide liquor license applications</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Yes</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No</td> </tr> </table> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | | | |
| <p>Will there be any lotteries, raffles or games of chances associated with the event?</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Yes</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No</td> </tr> </table> <p>If yes, please be advised Interim Place cannot provide:</p> <ul style="list-style-type: none"> Applications for gaming licenses, e.g., bingos, lotteries, or raffles. Permits, licenses, and insurance access to celebrities, donor lists or sponsors. Prizes, auction items, awards, funding or reimbursement for any event expenses. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | | | | | | | | |
| <p>You will require from Interim Place. (Please check all that apply.)</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Interim Place information brochures (Indicate of brochures number needed) _____. </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Letter of support from Interim Place </td> </tr> <tr> <td colspan="2" style="border: none; vertical-align: top;"> <input type="checkbox"/> Publicity or Promotion (including mailings to supporters) all use of the Interim Place logo and other promotional materials will be approved under the guidelines set out by Interim Place. Assistance with publicity or promotion cannot be guaranteed. </td> </tr> <tr> <td colspan="2" style="border: none; vertical-align: top;"> <input type="checkbox"/> Interim Place representative to attend event (i.e.: in evening at dinner) Please note: Interim Place cannot guarantee staff representative to attend or participate in the event. Location: Date: _____ Time (From): _____ To: _____ <input type="checkbox"/> Speech required Length of speech (minutes): _____ </td> </tr> <tr> <td colspan="2" style="border: none; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Event day volunteer(s) (we <u>cannot</u> guarantee) </td> <td style="width: 50%; border: none; vertical-align: top;"> Number of volunteers needed: _____ </td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="border: none; vertical-align: top;"> <input type="checkbox"/> Other (Please specify): _____ </td> </tr> </table> | <input type="checkbox"/> Interim Place information brochures (Indicate of brochures number needed) _____. | <input type="checkbox"/> Letter of support from Interim Place | <input type="checkbox"/> Publicity or Promotion (including mailings to supporters) all use of the Interim Place logo and other promotional materials will be approved under the guidelines set out by Interim Place. Assistance with publicity or promotion cannot be guaranteed. | | <input type="checkbox"/> Interim Place representative to attend event (i.e.: in evening at dinner) Please note: Interim Place cannot guarantee staff representative to attend or participate in the event. Location: Date: _____ Time (From): _____ To: _____ <input type="checkbox"/> Speech required Length of speech (minutes): _____ | | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Event day volunteer(s) (we <u>cannot</u> guarantee) </td> <td style="width: 50%; border: none; vertical-align: top;"> Number of volunteers needed: _____ </td> </tr> </table> | | <input type="checkbox"/> Event day volunteer(s) (we <u>cannot</u> guarantee) | Number of volunteers needed: _____ | <input type="checkbox"/> Other (Please specify): _____ | |
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| | | |
|--|------------------------------|-----------------------------|
| Will you be obtaining liability insurance for the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

FINANCIAL REVIEW

| REVENUE | i.e. : 100 tickets @ \$10 | Amount |
|----------------------|-------------------------------------|--------|
| i.e. :Ticket Sales | | \$ |
| | | \$ |
| TOTAL REVENUE | | |
| EXPENSES | Source of Expense i.e.: Hall Rental | Amount |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL EXPENSE | \$ | |

OTHER INCOME INFORMATION

| | | |
|---|---------------------------------|-------------------------------|
| What portion of the net proceeds will be donated to Interim Place? | | |
| Will any other individuals or organization receive proceeds from the event? If yes, please list them and the portion they will receive. | Name of Organization (s) | Portion of Proceeds \$ |
| | | |

TAX RECEIPTING

Please note that tax receipting is available from Interim Place as outlined by the laws and conditions from Canada Customs and Canada Revenue Agency. Visit www.cra-arc.gc.ca for more information.

- Interim Place requires an accounting record detailing donations and expense for your event.
- Interim Place reserves the right to audit the financial records pertaining to your event.
- Income tax receipts will be issued to those who have not received a product or tangible item in exchange for their donation.
- Tax receipts can be issued to event donors providing the following conditions:
 - Interim Place charitable registration number is displayed on event materials
 - Interim Place receives a clearly written list of name, addresses, and phone number of the donor, together with their donation amount.
 - Interim Place CANNOT issue tax receipts for donated services or paid service (e.g., graphic design, construction, entertainment, tent set-up or for product sales.)

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APPROVAL OF EVENT

Event Organizer

Interim Place Representative

Please Print Name

Please Print Name

Date Approved

Disclaimer

Interim Place has the right to refuse approval or disapprove or accept proceeds from any event that we deem is in opposition to our organizations' mission and values.

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