



NOVA VITA
Help • Hope • Heal

Third Party Event Application Form

Thank you for choosing Nova Vita Domestic Violence Prevention Services for your fundraiser. Please complete and submit this form prior to your event if you're using the Nova Vita name or logo.

Third Party Contact Information:

Organizing Company/Group: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Social Media: _____

Event Information:

Proposed Date and Time of Event: _____

Location: _____

Brief Description of the Event: _____

What is your fundraising goal? _____

What percentage of the proceeds will Nova Vita receive? _____

Why did you choose Nova Vita to be the recipient of your event? _____

What would you like to request from Nova Vita to support your event? i.e. Social media promotion, big cheque presentation, photos, speaker, etc. (Please see terms and conditions)

3rd Party Organization: _____

Authorized Signature

Title

Date

Nova Vita: _____

Authorized Signature

Title

Date

Please note that tax receipts will be issued in accordance with Canada Revenue Agency guidelines for donations of \$20 or higher. The issuing of receipts must be approved by Nova Vita prior to the event.

Nova Vita Domestic Violence Prevention Services

59 North Park Street Brantford ON N3R 4J8 | 519-752-1005 | novavita.org

Charitable Registration # 107771727RR0001



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Terms and Conditions:

1. All print materials using the Nova Vita logo (posters, invitations, raffle tickets etc.) must be approved by Nova Vita to protect the integrity of our brand.
2. Nova Vita will not assume any legal or financial liability associated with the Third Party Event.
3. Nova Vita will not obtain a liquor license for any Third Party Event and will not be held liable in any aspect of consumption.
4. Liability for the event is the sole responsibility of the applicant or their committee.
5. Nova Vita may be unable to provide volunteers or staff for the event. We will make every attempt to have a representative speak at your event, if requested and providing that staff is available.
6. Nova Vita will make every effort to support your event via social media.
7. Third Party organizers are not permitted to speak to the media on behalf of Nova Vita.
8. Charitable proceeds from the Third Party Event must be submitted with a brief financial summary to Nova Vita within 90 days of the event being held or end date of period outlined.
9. Nova Vita issues tax receipts for individual donations equal to or greater than \$20. Tax receipts will be issued in accordance with Canada Revenue Agency guidelines.
 - a. The issuing of receipts must be approved by Nova Vita prior to the event.
 - b. Nova Vita must receive a list of donors with complete addresses (including postal codes) for receipting purposes.
 - c. Individuals must be made aware that the organizer of the event will be forwarding this information to Nova Vita and, in line with Privacy Legislation, must be given the opportunity to “opt out” of having such information forwarded to Nova Vita.
10. The privacy of our current and past clients, their families and our staff must be respected. No photo of a client, family member or staff member may be used without prior permission.
11. Nova Vita will not endorse any products or services
12. If for any reason Nova Vita feels its reputation may be compromised, Nova Vita has the right to cancel this agreement by giving the Third Party Contact 24 hours’ notice. Nova Vita will not be responsible for any financial or damages that may result from such cancellation.
13. This event is intended to raise funds for a charity and should therefore not be for the purpose of obtaining business contacts to benefit the organizer’s business.

3rd Party Organization: _____
Authorized Signature Title Date

Thank you for supporting Nova Vita Domestic Violence Prevention Services