

## **COMMUNITY EVENT APPLICATION**

Thank you for supporting Participation House Support Services (PHSS) and Participation House Foundation (PHF) through your involvement and planning of a community event.

Please complete, sign and return this form to:

**Brian Dunne, President and CEO**

Participation House Foundation  
620 Colborne Street, Suite 101  
London, ON, N6B 3R9

A representative from Participation House will contact you within 5 business days of receiving your application.

**\*\*PLEASE NOTE, THIS APPLICATION MUST BE APPROVED BY THE PRESIDENT/CEO PRIOR TO PUBLICIZING OR HOLDING THE EVENT.\*\***

**1. Event Organizer/Contact Information:**

Individual/Group/Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**2. Proposed Event:** \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

**3. Brief description of event:** \_\_\_\_\_

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**4. How much money do you anticipate this event will raise? (Gross)** \_\_\_\_\_

Amount/Percentage of Net Revenue to be donated: \_\_\_\_\_

**\*Note:** All event expenses must either be paid directly by the organizer or come out of the event proceeds.

**5. Would you like a representative of Participation House to be present on the day of the event?**

Yes       No

Will you require anything else from us?

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**6. Does your event require a licence for the following:**

Bingos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Raffles or 50/50	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alcohol Permits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Monte Carlos/Casinos	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PLEASE NOTE:**

- Coordination and promotion of the event are the responsibility of the event organizers. We will provide a posting of the event on our website, social media, and in the quarterly newsletter if timely/applicable. Please ensure our branding guidelines are followed.
- The community event will indemnify, defend and hold PHF and PHSS harmless from all financial losses, claims, causes of action and damages of any kind arising out of or in connection with the event, including but not limited to property damage or personal injury or other cause of action of any kind.
- The third party event organizer agrees to ensure that all materials borrowed are returned promptly and in the same condition they were received. The organizer agrees to accept responsibility for damage or loss of materials borrowed from Participation House Foundation.
- A certificate of proof of insurance must be provided with Participation House listed as the certificate holder prior to the commencement of the event.
- The event organizer must send a complete account of all income and expenses associated with the event. By publicly naming Participation House Foundation as the beneficiary of your initiative, you agree to donate the net proceeds to us within 30 days of the event completion.

## COMMUNITY EVENT IDEAS

There is no limit to creativity when brainstorming ideas for successful third party events. Encourage your team to think BIG, and have fun! Here are just a few ideas to consider:

Auction	Dance	Pledged Events
Arts and Crafts Sale/Show	Date Auction	Photo Outing
Balloon Pop	Dinner Party	Poker Tournament
Battle of the Bands	Donations in Lieu of Gifts	Proceeds from Sales
Benefit Dinner	Face Painting	Raffle
BBQ	Fashion Show	Rummage Sale
Bingo Night	Fishing Derby	Run/Walk/Ride
Book Sale	Flower Sale	Scavenger Hunt
Bowling Tournament	Garage Sale	Sporting Events
Casino Night	Golf Tournament	Tailgate Party
Cocktails for a Cause	Grand Opening	Ticketed Event
Car Wash	Jail'n Bail	Traditional Gala Event
Carnival/Festival	Kickball/Softball Tournament	Wii Tournament
Concert/Play	Loonie/Toonie Drives	Wine Tasting
Concession Stand	Monthly Giving Campaign	Work Department Challenge
Craft Sale	Pet Wash	Work Event

### Special Fundraising Note

**Matched Gift:** Why not double your fundraising efforts! Before you start coordinating your event, check to see if your employer has a “matching gift” program. A matching gift is a charitable gift directed to a charity by a matching donor under the condition that the original donor makes the first gift. Many employers sponsor matching gift programs and will match any charitable contributions made by their employees.