



Team QCH Event Organizer Waiver

I agree and consent that I am engaging in this fundraising activity on a voluntary basis to benefit the Queensway Carleton Hospital Foundation. I have read and understand the QCH Foundation Third Party Event guidelines as outlined below and will abide by any requirements laid out therein.

I understand and accept that any risk associated with this event is my own and that I am solely responsible for any health and safety concerns respecting this event.

As the event beneficiaries, the Queensway Carleton Hospital Foundation will provide guidance and assistance where appropriate to help me achieve my goals for this event.

QCH Foundation Third Party Event Guidelines

Nature of event: The event should not, by association, have the potential to adversely affect the Queensway Carleton Hospital or QCH Foundation's image, or conflict with the hospital's mission and goals of promoting a healthy community.

Long term plans: The event does not compromise or have the potential to adversely affect the QCH Foundation's annual or long range plan for fundraising and development.

Guidelines on how to hold a QCH Foundation third party event:

1. All content posted within Team QCH website are considered the property of QCH Foundation and are subject for review. Please submit as much information as possible about your event when you are setting up.
2. The event, and all content listed within, does not adversely affect Queensway Carleton Hospital or QCH Foundation's image, or conflict with the hospital's mission and goals of promoting a healthy community.
3. The organizer must receive approval for distribution or use of any Queensway Carleton Hospital's or QCH Foundation's trademark logos or images to ensure compliance. Contact qchfound@qch.on.ca
4. Any costs or expenses incurred as part of a third party event are borne by the organizer(s) and will not be reimbursed by the QCH Foundation.
5. Any permits or licenses or insurance required are organizer(s)'s responsibility
6. QCH Foundation will not be held liable for any claims, damages or expenses due to or arising out of the event
7. QCH Foundation is not liable for damages or accidents to people or property.
8. Tax receipting – the CRA has put into place very strict guidelines and regulations regarding the issuance of charitable receipts. Tax receipts are provided to donors supporting the event, by Queensway Carleton Hospital Foundation.
9. Donations fundraised offline to QCH Foundation must be turned in within the calendar year of the event (December 31). Please make sure cheques are made payable to Queensway Carleton Hospital Foundation.
10. Adherence to Privacy and confidentiality - understanding that acting on behalf of QCH Foundation, the organizer(s) may receive private and confidential information including gift amounts and



banking information from individuals who donate to the event. That information must be held private and may not be disclosed for personal or business use.

11. QCH Foundation's retains right to withdraw their endorsement and listing of the event at any time without cause.
12. By allowing the event listing on Team QCH, QCH Foundation does not assume any financial or legal liability related to the organizer(s) and the event.