



Terms & Conditions

As a Third-Party event organizer('s) hosting an independent event to benefit the Brant County SPCA, I agree to abide by the Brant County SPCA's mission, vision and values, and the rules and requirements outlined by the Canada Revenue Agency, Donor Bill of Rights, the Ethical Fundraising and Financial Accountability Code, the Brant County SPCA privacy policy and the following terms and conditions:

Financial and Insurance:

The Brant County SPCA will not fund or reimburse for event expenses or be responsible for any financial losses or unsettled accounts should the event not succeed financially. The Brant County SPCA will not underwrite or insure any Third-Party events.

Liability:

The Third-Party event organizer(s) will not hold the Brant County SPCA, its staff or Directors, accountable or responsible for any and all actions, causes of actions, claims, damages, losses, injuries, expenses, costs (including legal fees), charges and liabilities arising out of or in connection with the management and holding of a Third-Party event.

Right of Refusal:

The Brant County SPCA reserves the right to refuse or relinquish involvement in any Third-Party event that does not meet with its approval without liability or obligation.

Licenses and Fees:

Third-Party event organizer(s) must obtain and pay for their own licenses or permits (e.g. Special Occasions Permits or Event Permits), if required, and ensure they conform to all government regulations (federal, provincial and municipal).

Event Revenue Submissions:

All proceeds from a Third-Party event, must be submitted within 30 days of the event to the Brant County SPCA, unless otherwise agreed to. To assist with this, a Third-Party Event Remittance Form is available for use. Please complete and submit it to the Brant County SPCA.

Event Cancellation Policy:

Third-Party Event organizer(s) must notify the Brant County SPCA immediately if the event is cancelled or postponed.

Proud Supporter Logo:

The Brant County SPCA has developed the Proud Supporter Logo to be used for Third-Party events. No promotional or wearable materials including collateral, advertisements, t-shirts, publicity and/or media communications bearing the Proud Supporter Logo will be printed or displayed without the Brant County SPCA's prior review and approval. Please note this may take up to 5 business days. The Brant County SPCA's Logo is not to be used for Third-Party Events.

Promotion:

It is the responsibility of the Third-Party event organizer(s) to promote their event. The Brant County SPCA cannot provide any promotion or advertising of the event except for our online events calendar on our website and our Facebook page.

Lottery Schemes (including raffles):

According to the Alcohol and Gaming Commission of Ontario, lottery schemes may be defined as any scheme which has the following three components: a prize; a payment of a fee; and a chance to win. Typically, these may include bingos, raffles, games of chance, 50/50 draws, and break open tickets. In order to conduct a lottery scheme, a lottery license is required.

Sponsorship:

Any sponsors participating in a Third-Party event, must comply with the Brant County SPCA's mission, vision and values. The Brant County SPCA will not solicit or approach donors, sponsors, supports or corporations on behalf of the Third-Party event. Nor will the Brant County SPCA provide contact or e-mail lists. The Brant County SPCA has the right to refuse approval of sponsors.

Tax Receipting:

The Brant County SPCA is a registered charity and therefore is eligible to issue tax receipts. The following rules and regulations have been developed by the Canada Revenue Agency and as a registered charity the Brant County SPCA must abide by these rules in order to maintain our charitable status. The Brant County SPCA can issue income tax receipts under the following conditions:

Pledges and donations:

- Tax receipts can be issued to event participants and donors following the event, if the Brant County SPCA is provided with a list of names and addresses (including postal code) of the individuals to be receipted, as well as the amounts (\$25 or greater). In addition, the total funds donated must equal or be in excess of the amount to be receipted.

Tickets:

- If planning an event where tickets will be sold (e.g. gala or dinner/dance), contact our Community Engagement department prior to setting your ticket price to ensure all Canada Revenue Agency guidelines are met. Please note the value of the tax receipt to be issued will be determined after the event. The receipt value depends on factors such as ticket price, meals, complimentary items or giveaways and door prizes.

The Brant County SPCA cannot issue tax receipts for:

- Cash sponsors of a Third-Party event, however the Brant County SPCA can provide a letter of Validation that states the event took place on a certain date and raised a certain dollar amount for the Brant County SPCA.
- In-kind sponsors who donate products (e.g. food or items for a silent auction) and receive promotional benefits. Please note that if no promotional benefits of any kind are given, they may be entitled to a Letter of Validation.
- Donated services such as hiring someone/thing for an event (e.g. tent set-up or entertainment).
- Product sales (e.g. T-shirts).

For more information, please visit the Canada Revenue Agency website at www.cra-arc.gc.ca.

Photos/video:

The Brant County SPCA has permission to use any photographs or video of a Third-Party event that are submitted by the event organizer(s) or taken by a Brant County SPCA representative for recognition or promotional purposes in any media and territory in perpetuity.

Representation requests:

While the Brant County SPCA will try to accommodate requests for a SPCA representative to attend an event or cheque presentation, the Brant County SPCA cannot guarantee availability.

Privacy:

The Brant County SPCA is committed to the privacy of personal information and acts in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA). All donor, volunteer, and participant personal information is and remains the property of the Brant County SPCA and shall be collected and used in accordance with our privacy policy. It is the responsibility of the Third-Party event organizer(s) to inform their event donors of our Privacy Policy.

The Ethical Fundraising and Financial Accountability Code (EFFAC):

The Brant County SPCA has adopted the Ethical Fundraising and Financial Accountability Code. In adopting the code, the Brant County SPCA has committed to respecting donors' rights to truthful information, privacy, responsible management of funds and accurate financial reporting.

Thank you for taking the time to read and understand this document.