

Third Party Event Guidelines

Thank you for your interest in wanting to get involved with West Park Healthcare Centre Foundation. By hosting your own event you will be contributing to the men and women whose lives have been deeply affected by illness, ageing, injury or disability, helping them to overcome the challenges they face and to realize their fullest potential.

Whether it is a golf tournament or a bake sale – no event is too big or small. We appreciate all support and you helping us get the West Park name out into your community. We would like to assist you as much as we can and it is important to note that as the organizers you will assume the responsibility of creating and executing the event without the expectation of financial, in kind assistance, and human resource assistance from West Park Healthcare Centre Foundation and its members.

Where we can, we will provide support to you to help ensure your event will be a successful one. We can:

- Post your upcoming event on our website
- When requested and when available we will send a West Park representative to your event
- We may be able to provide incentive gifts
- Provide charitable receipts for approved donations

Before filling out the Third Party Event Form, please review the following guidelines:

- Approval is required on any third party event from a West Park Healthcare Centre Foundation Event Staff Member prior to the execution of the event.
- West Park Healthcare Centre and Foundation shall not incur any expenses nor be expected to provide funds for the event.

- Pre-approval must be obtained by an Event Staff Member for any information and/or logo from West Park Healthcare Centre and/or Foundation used.
- If you should require a West Park Healthcare Centre representative at your event, please include this in your event request to allow ample time for scheduling. We will do our best to have either a volunteer or staff member attend if required.
- West Park Healthcare Centre Foundation will not solicit participation from any of our stakeholders.
- Any questions about tax receipting should be directed to West Park Healthcare Centre Foundation. If you intend on offering tax receipts, this must be approved by West Park Healthcare Centre Foundation first.
- Net funds raised from third party events shall be received and made payable to West Park Healthcare Centre Foundation no later than 30 days after the event.
- Third party organizers must take the proper precautions with regards to insurance and liability. West Park Healthcare Centre Foundation will not be responsible for any damages or injuries as a result of a third party event.
- West Park Healthcare Centre and Foundation is not responsible for any financial loss and may withdraw support of the event at any time.
- Other than posting your event on our website we are not able to promote your event in any other way, including contacting the media.
- Please fill out and submit the Third Party Event Form at least 60 days prior to the event. We will review and respond back to your within 7-10 business days.

Thank you again for your interest and we look forward to hearing about your third party event. Please contact Jennifer Tasca with any questions or concerns at jennifer.tasca@westpark.org or at 416-243-3600 extension 4428.