



*Fighting Hunger and Feeding Hope*

# Event Agreement

Please return your completed form to:

**Development Associate - Third Party Events**  
 1085 Winnipeg Avenue  
 Winnipeg, MB R3E 0S2

Phone: (204) 982-3670

Fax: (204) 775-4180

Email: [events@winnipeg Harvest.org](mailto:events@winnipeg Harvest.org)

By hosting your own event, no matter how big or small,  
 you are making a difference!

Please fill this form out as best as you are able.

It will help us in the complete processing of your event.

Third Party Event Checklist (For Office Use Only)	
Event Agreement Received	
Event Agreement in PDF	
Event Agreement Saved	
Event Delivery Form Filled	
Event Delivery Form to Driver	
Monthly Event Summary Filled	
Community Calendar	
Website and Events Calendar	
Event Delivery Form Returned	
Donations Counted & Recorded	
Donations Entered in DP/MES	
Thank You Note Sent	

## ALL ABOUT YOU

If you have previously filled out one of these in the last year - just fill in the Organization and Contact Name, new contact information, and then go to page 2.

**Organization Name:** \_\_\_\_\_

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

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_

**Alternate Contact Number:** \_\_\_\_\_

**Alternate Contact Email:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

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

# ALL ABOUT YOUR EVENT

Event/Food Drive Name: \_\_\_\_\_

Brief Description of your Event:

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Time (For one day event only): \_\_\_\_\_ to: \_\_\_\_\_

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

Is this event open to the public? YES  NO

Anticipated Attendance: \_\_\_\_\_

Frequency of Event: One-Time  Annual  Ongoing

What is your event? (Please check off all that apply)

Food Drive  Raising Funds

Baby Formula/Baby Food  Bag it Forward

% of funds you are donating to Winnipeg Harvest? \_\_\_\_\_

Will Winnipeg Harvest be the sole beneficiary of this event?

YES  NO

If No please explain: \_\_\_\_\_

Are you interested in learning more about Volunteer Opportunities at Winnipeg Harvest?

YES  NO

If you would like to provide additional support to Winnipeg Harvest, consider donating merchandise, a gift card or a "gift in kind" for one of our SIGNATURE EVENTS. In exchange you will be recognized in the event's marketing materials. For more information please contact Alyssa at [alyssa@winnipeg Harvest.com](mailto:alyssa@winnipeg Harvest.com).

Winnipeg Harvest Event Agreement

## PLEASE FILL OUT YOUR EVENT MATERIALS CHECKLIST



EVENT MATERIALS	# Req
Large Food Bins	
Small Food Bins	
Winnipeg Harvest Food Boxes	
Food Collection Crates	
Signage	
Coin Cans / Donation Jar	
Brochures	
Stickers (2")	
Donation Forms	
Winnipeg Harvest Speaker	
Winnipeg Harvest Volunteers	

# WINNIPEG HARVEST EVENT DELIVERY FORM (Please fill out top portion)

Event Name/Delivery Location:	
Delivery Contact:	
Delivery Phone Number:	
Drop Off Address:	
Pick up Address:	
Other instructions or directions:  (A Buzz code? Do you need a phone call before we come? Special directions to the loading dock? Side door? Anything here helps!)	

For Office Use Only to be filled in by Winnipeg Harvest.

ITEMS	DROP OFF	PICK UP
DRIVER		
DATES		
DELIVERY WINDOW		
LARGE YELLOW BINS		
SMALL YELLOW BINS		
WINNIPEG HARVEST BOXES		
WINNIPEG HARVEST MILK CRATES		
SIGNS		
STICKERS (In 25's) 2" Diameter		
COIN CANS / CLEAR DONATION TINS		
BROCHURES		
DONATION FORMS		

<b>EVENT MONETARY:</b>		
CASH	_____	MONETARY COUNTED BY: _____
CHEQUE	_____	TAX RECEIPT TO BE ISSUED:      YES      NO
GIFT CARD	_____	THANK YOU LETTER TO SEND:      YES      NO
OTHER (            )	_____	NOTES: _____
<b>TOTAL</b>	_____	_____

# Winnipeg Harvest Event - Responsibilities and Involvement:

## Responsibility of Third Party Organizers

The responsibility of a third party fundraiser and/or food drive lies solely with the third party organizers. Responsibilities include, but are not limited to:

- ✓ Event planning and set up
- ✓ Ticket sales
- ✓ Purchases, costs and all other incurred expenses
- ✓ Promotion of event (e.g. contacting media, press releases, ads, social media, print materials)

## Winnipeg Harvest Involvement

Thank you for your interest in organizing a fundraising initiative on behalf of Winnipeg Harvest! Please know that we are happy to assist in making your event as successful as possible.

### Winnipeg Harvest is able to provide:

- ✓ Event planning advice
- ✓ Brochures, signage & limited other promotional materials
- ✓ Letter of authorization
- ✓ Tix receipts, if applicable and requested
- ✓ Bins for food collection
- ✓ Cans for coin collection
- ✓ Event Volunteers and Speakers \*
- ✓ Pick-up of food donations (For collections of 50 lbs or more)\*
- ✓ Promotion of your event on our website & social media \*

\* Requests reviewed individually – not always guaranteed

### Winnipeg Harvest is unable to:

- ✓ Provide donor/corporate mailing lists
- ✓ Send mail promoting your event to our donors
- ✓ Sell event tickets to our clients, volunteers & donors
- ✓ Pay for costs associated with your event
- ✓ Ensure attendance at your event
- ✓ Provide media contacts or send out media requests for your event

## Marketing and Promotions

Event organizers are responsible for designing and distributing their own marketing and promotional materials related to the event. Event materials must include the Winnipeg Harvest Inc. official name and logo for all and must first be approved by Winnipeg Harvest.

## Deliveries and Pickups

- ✓ Coin cans, cash, cheques and gift cards must be handed directly to the Winnipeg Harvest driver
- ✓ If less than 50 pounds please deliver to Winnipeg Harvest - 1085 Winnipeg Ave Monday-Friday 9-5, Saturday 9-3
- ✓ Pick-ups of food donations are only done for 50 pounds or more\*
- ✓ Pick-ups of cash or gift cards over \$250.00 must be arranged with the Winnipeg Harvest Events Associate\*
- ✓ If dropping off food/donations on your own, please inform reception/warehouse this is a Third Party Event\*

\*Requests reviewed individually – not always guaranteed

# Winnipeg Harvest Event / Food Drive Tips & Guidelines

- ✓ Winnipeg Harvest endorses fundraising events and initiatives that uphold and respect the positive image of our organization's mission, programs and services. Should Winnipeg Harvest have concerns about the integrity and quality of the event or feel it may be damaging to our image, we reserve the right to cancel the event with 24 hours' notice.
- ✓ Winnipeg Harvest must provide pre-approval for the use of our name and logo on all promotional material, including advertising.
- ✓ The Winnipeg Harvest name/logo may not be tampered with, altered or misrepresented in any way, shape or form. The integrity of the Winnipeg Harvest brand must be upheld at all times and failure to comply may result in termination of agreement.
- ✓ Winnipeg Harvest may provide social media support for your event on the following platforms.  
Website: [www.winnipeg Harvest.org](http://www.winnipeg Harvest.org) Facebook: [facebook.com/wpgharvest](https://facebook.com/wpgharvest)  
Twitter: [twitter.com/winnipeg Harvest](https://twitter.com/winnipeg Harvest) Instagram: [instagram.com/wpgharvest](https://instagram.com/wpgharvest)
- ✓ Winnipeg Harvest reserves the right to deny any application for fundraising initiatives that do not align with the vision, values and mission of our organization.
- ✓ Fundraising initiatives that promote a donation of sales to Winnipeg Harvest must clearly state the percentage or dollar amount being donated in this agreement.
- ✓ Winnipeg Harvest does not assume responsibility for events requiring a raffle or liquor license. It is the responsibility of the event organizer to secure the appropriate event license by contacting Civic Charities - The City of Winnipeg, or Rural Gaming Regulations for events outside the perimeter.
- ✓ Winnipeg Harvest must not be party to any event liability coverage without pre-approval.
- ✓ Winnipeg Harvest is not liable for any injuries sustained by organizers, volunteers or participants for events naming Winnipeg Harvest as the beneficiary.
- ✓ Winnipeg Harvest is a registered charity and issues tax receipts for gifts of \$20 or more- meeting Canada Revenue Agency imposed guidelines. If individual or corporate receipts are requested, please contact the Events Associate at (204) 982-3670 or email [events@winnipeg Harvest.org](mailto:events@winnipeg Harvest.org)

**Thank you for supporting Winnipeg Harvest!**

## Waiver

*By submitting this form in writing or via email/fax, I/We hereby understand, agree and submit to the following. Winnipeg Harvest will not assume any legal or financial liability for the above referenced event. Furthermore I/We understand and agree that Winnipeg Harvest must approve, prior to printing and distributing, any use of its name or logo.*

\_\_\_\_\_  
Event Organizer/Contact

\_\_\_\_\_  
Winnipeg Harvest Third Party Event Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date