

Hosting a Third Party Event

Thank you for joining Cystic Fibrosis Canada in the fight for a cure!

Whether you've organized an event in the past, or this is your first time, we are here to help you every step of the way. Below we have answered some basic questions about Third Party Events that you may have. If you would like to discuss anything further, please contact Jessica [Raposo](mailto:jraposo@cysticfibrosis.ca) at 416.485.9149 x.395 or jraposo@cysticfibrosis.ca.

How much notice do I need to give before hosting an event?

Cystic Fibrosis Canada kindly requests three weeks advance notice of third party events. If this is not possible, please contact Cystic Fibrosis Canada at your earliest convenience.

Can you provide volunteers or staff to assist with the event?

Your Third Party Event contact can assist with the recruitment of staff and /or volunteers for the event. This process would be coordinated on a case-by-case basis, depending on the availability of staff and volunteers at the time of the event.

How can Cystic Fibrosis Canada help me promote my event?

The Third Party Event coordinator is responsible promoting and advertising the event. However, your local Cystic Fibrosis Canada contact can assist you in determining appropriate advertising venues, developing a press release and can promote your event via the CFC event calendar, the local chapter website and social media accounts. Cystic Fibrosis Canada cannot email or mail information to donors.

Can I use your logo for my event advertising?

Please contact our event team for our logo and other promotional material.

Can Cystic Fibrosis Canada provide insurance coverage for my event?

Third Party Event Organizer(s) must obtain liability insurance to cover the event including premises liability and workers compensation. Cystic Fibrosis Canada will not assume any legal or financial liability associated with the Third Party Event Organizer(s) event, nor will Cystic Fibrosis Canada indemnify the Third Party Event Organizer(s) or any other party involved in the event for any damage, expense or other costs arising or in any manner related to your event. Cystic Fibrosis Canada and all related entities are not liable for any injuries sustained by event volunteers or participants related to the Third Party Organizer(s) event and cannot assume any type of liability for the event.

I want to serve alcohol at my event. Do I need a permit?

Special Occasion Permits (SOPs) are required for private and public events, where alcohol is being served. Permit applications for Private Events must be submitted to an LCBO SOP service store at least 10 days before the event takes place. Permit applications for all other events must be submitted to an LCBO SOP service store at least 30 days before the event takes place.

For outdoor events where fewer than 5,000 people per day are expected to attend, the permit applicant must give written notice of the event 30 days before the event to the clerk, police, fire and health departments of the municipality in which the event is to take place.

For outdoor events where 5,000 people per day or more are expected to attend, the permit applicant must give written notice of the event 60 days before the event to the clerk, police, fire and health departments of the municipality in which the event is to take place.

I would like to run a raffle at my event. Do I need a license?

Raffles, 50/50 draws, gambling, or other games of chance often have special considerations that require permits. Please visit <http://www.agco.on.ca> for more information. Legally, all raffles must be registered with your local municipality. There is a processing time of approximately 8-10 weeks to receive a raffle license and your prizes cannot change afterwards. Due to the extensive process, we recommend that you have a draw instead, as you can run a draw without acquiring a license. However, you must offer the tickets for free, asking instead for a donation for the ticket. Cystic Fibrosis Canada will not endorse/support or accept donations from events that are not able to be licensed.

Can you pay my event expenses or forward money to pay expenses?

Cystic Fibrosis Canada cannot make any payments or provide any funds to cover your event. Costs must be covered by sponsors, donations or within your event revenue.

Can you help me find sponsors for my event?

Cystic Fibrosis Canada can work with you to help identify a list of appropriate sponsors for your event, but we cannot approach corporations or individuals on your behalf.

Can I offer tax receipts?

Cash Donations: Cystic Fibrosis Canada is committed to following the guidelines set out by the Canada Revenue Agency (CRA). It is very important that you understand the rules about tax receipts before you plan your event. If you intend on offering tax receipts, this must be approved by Cystic Fibrosis Canada prior to your event. All financial donations for \$20.00 or more will be automatically issued a tax receipt by us in the calendar year in which they are received. For all donations less than \$20.00, you must request a tax receipt. In order for us to issue tax receipts, you must provide us all contact information for your donors.

In-kind Donations: As per Canada Revenue Agency (CRA) guidelines, Cystic Fibrosis Canada is able to provide "gift-in-kind" letters for the donations of goods from businesses or individuals. These letters can be used to support business promotion expenses. Gift-in-kind receipts will only be issued to individuals for material goods, if the goods are new and a receipt or invoice from the purchase accompanies the request for a receipt. Gifts of artwork, wine, collectibles, or items of a unique nature must be accompanied by a recent independent appraisal, regardless of value. Gifts of art donated by artists and art dealers are seen as disposition from their inventory and therefore are not eligible for tax receipts.

Auctions/Tickets: Purchases of live or silent auction items, raffle tickets and event admission tickets are not eligible for tax receipts.

Sponsors: Sponsorships are not eligible for charitable tax receipts, as the sponsor receives advertising, marketing or promotional value and therefore the payment is not a gift. Instead, sponsors can receive a business receipt for the value of their sponsorship which can be used to support business expenses. Tax receipts cannot be issued for the costs of a donated service. This includes but is not limited to special services that necessitate hiring someone/thing for an event (e.g. tent set-up, website creation, graphic design or entertainment). We can however issue a thank you letter to acknowledge the donated service.

For more information please visit, <http://www.cra-arc.gc.ca/>.