

LETTER OF AGREEMENT- THIRD PARTY EVENTS

This is a letter of agreement between Autism Services and _____, (“the third party”) who wish(es) to organize a special event, with proceeds going to Autism Services. The undersigned must agree to carry out the event under the following conditions:

1. Autism Services must assume no legal or financial liability associated with the event.
2. The third party is required to access and receive appropriate permits prior to their event.
3. Autism Services must ensure that the third party is using financial controls satisfactory to its Accounting Department.
4. Autism Services authorizes the third party to use its name and/or logo in promotional materials on condition that all publicity be presented to and approved by Autism Services before its use.
5. Autism Services is not responsible for any accidents or damage to persons or property that may occur during the course of the event.
6. Proceeds from the event should be paid to Autism Services within 30 days of the event. Autism Services has the right to verify the financial reports.
7. Autism Services will advise the third party about Canada Revenue Agency regulations regarding charitable tax receipts.
8. Participation by Autism Services staff and volunteers needs to be voluntary and should not be a critical element in the success of your event.
9. Because funds entrusted to Autism Services cannot be risked for projects managed by others, Autism Services is unable to provide “seed” money or to reimburse costs of running third-party events.
10. If Autism Services has serious concerns about the way the project is being implemented, it can cancel the agreement by giving the third party 24 hours’ notice. Autism Services is not responsible for financial or other damages that may result from this cancellation.

Signed at _____

Date: _____

Third Party Representative:

Name: _____

Signature: _____

Autism Services Representative:

Signature: _____ Date: _____