



Third Party Event Proposal Form

Please complete to the best of your ability.

Contact Information

Name: _____
Last First

Chapter: _____

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Primary Phone: _____ Alternate Phone: _____

Email _____

Event Information

Event Date(s): _____ Venue: _____

Start time: _____ End time: _____

Briefly describe your event: _____

Will liquor be served at the event? : Yes ☐ No ☐
If so, who holds the liquor license?

Is this the first year of the event? : Yes ☐ No ☐

What are your goals for the event (please list any financial and promotional goals)? (ex. 100 attendees) :

Event Budget

Estimated Gross Revenue (<i>before costs</i>)	\$ _____
Anticipated Expenses:	
Venue Rental:	\$ _____
Food & Beverage:	\$ _____
Advertising:	\$ _____
Printing:	\$ _____
Prizes:	\$ _____
Other: (please be as specific as possible)	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Expenses:	\$ _____
Estimated Net Revenue (<i>after costs</i>):	\$ _____
Total Expenses: \$ _____	

Promotion

What support do you require from the Huntington Society?:

- ☐ HSC Table Display
 ☐ HSC Brochures
 ☐ HSC Banner
 ☐ Fundraising Page/Online Registration
☐ Race/Lottery License*
 ☐ Tax Receipt(s)**
 ☐ Other:

***Race/Lottery License:** Please note that the Gaming Services Act (GSA) regulates events such as bingos, races, Monte Carlos, casinos, and 50/50 draws. Huntington Society staff must apply for the required license as stated in the GSA. Please allow for a minimum of four weeks to process applications.

****Tax Receipts:** will be issued at the sole discretion of Huntington Society of Canada based on Canada Revenue Agency guidelines. The issuing of receipts must be approved by Huntington society of Canada before the event.

Huntington Society will not be responsible for obtaining a liquor license.

Will your event be promoted: ☐ Privately (*internally*) ☐ Publicly ☐ Both

How will you promote your event: ☐ Word of Mouth ☐ Posters/Flyers ☐ Brochures ☐ TV
 ☐ Social Media ☐ Newspaper ☐ Radio ☐ Web

☐ Other: _____

Please tell us any additional information about your event or list any questions you may have:

Agreement

I, _____, agree that the information in this form is the best representation of the event I/we plan on organizing on behalf of the Huntington Society of Canada.

Signature

Date

I have read, understand and agree to be bound by the Terms and Conditions as identified above.

Name of Organizer: _____

Signature of Event Organizer: _____

Date: _____

Signature of HSC
Representative: _____

Date: _____

Thank you for supporting the search for meaningful treatments
and a world free from Huntington disease!