



The Princess Margaret
Hospital Foundation

The Princess Margaret Hospital Foundation Special Event Planning

How can PMHF help you?

Thank you for your interest in supporting The Princess Margaret Hospital Foundation (PMHF). Your efforts help support the programs that save lives and are essential to the ongoing work at Princess Margaret Hospital. Together we are working towards the ultimate goal: *To Conquer Cancer In Our Lifetime!*

The Princess Margaret Hospital Foundation CAN provide:

- A letter of endorsement for the event once:
 - a) A completed *Event Proposal Form* has been received and approved by the PMHF Special Events Department.
 - b) The date and venue for the event have been confirmed.
- A listing for the event on our PMHF Special Events Online Calendar.
- Approval for the use of the PMHF name/logo.
- Advice and expertise on event planning.
- Advice and expertise on any additional licensing or insurance coverage that may be required for your event.
- Charitable tax receipts according to the Canada Revenue Agency (CRA) rules and regulations.
- For golf tournaments, a donation of one sleeve of PMHF golf balls per registered golfer.

We will endeavor to help you as much as possible; however, we regret that we CANNOT provide:

- Funding or reimbursement for event expenses.
- Mailing list or email lists, such as donor lists and PMH staff lists.
- Promotion and/or advertising of the event except on the PMHF Special Events Online Calendar.
- Guarantee attendance of PMH or PMHF staff and/or volunteers at the event.



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- Ticket sales and/or corporate sponsorships.
- Access to celebrities or other community or hospital VIP's
- Solicitation for prizes, auction items and/or awards.

Requirements for the Event Organizers:

- Event proceeds must be received by PMHF with in 45 days of the event.
- In order for tax receipts to be issued (if eligible), required information, including the *'Post-Event Financial Summary'*, must be received within 45 days of the event.
- The PMHF reserves the right to request a representation from the auditor/public accountant of the company/organization stating that the revenue and expenses are accurate as presented in *'Post-Event Financial Summary'* for the event.
- Event organizers are responsible for ensuring adequate insurance for event; PMHF is not responsible for any damage, accidents to persons or property.
- Event organizers are responsible for obtaining all necessary permits and licenses; PMHF will not assume any legal or financial liability.
- Where applicable, the event organizers must provide proof that licenses and insurance have been established prior to the event.
- Your PMHF representative requires final approval for all event materials prior to any printing and/or distribution. The PMHF name and logo are registered trademarks and cannot be used with out the permission of the Foundation.
- 10% of net revenues from all events will be allocated towards supporting the highest priorities of The Princess Margaret Hospital.

If you need further clarification, please feel free to contact The Princess Margaret Hospital Foundation's Special Events Department at 416.946.2382