

## **Community Events Terms & Conditions**

Thank you for your interest in hosting your own event or initiative in support of Sinai Health Foundation. Every event, big or small, helps us realize the best health care for patients with the greatest health needs. Not only do they raise much-needed funds, but they provide the chance for the wider community to learn more about the excellent care Sinai Health continues to provide each and every day.

### **1. Agreement**

Sinai Health Foundation (the “Foundation”) provides financial support to advance patient care, teaching and research initiatives at Sinai Health, comprised of Mount Sinai Hospital, Hennick Bridgepoint Hospital, Circle of Care, and the Lunenfeld-Tanenbaum Research Institute. The Foundation invites and welcomes special events and/or virtual initiatives organized and sponsored by individuals, corporations and organizations (“Event organizer(s)”) that are intended to raise financial support, awareness and engagement with Sinai Health.

In accordance with Canada Revenue Agency (CRA) guidelines and for the benefit of the Foundation and the event organizer(s), the Foundation has outlined the following policies, criteria, and guidelines below.

Organizers should consult the CRA Charities website for complete information.

### **2. Policies**

The event organizer(s) agree to:

- Maintain a positive and professional image at all stages of the initiatives planning process and give the Foundation positive exposure and positive increased awareness.
- Ensure benefits are directed to the Foundation.
- Use its own contact list for the event.

The Foundation reserves the right to:

- Refuse involvement and the use of its name and logo or to withdraw its involvement and use of its name and logo for any event that does not meet its approval.
- Withdraw agreement by giving the event organizer(s) a 24-hour notice with no financial and/or collateral obligations that may result from such cancellation.
- Guidelines

## **Accountability**

- The Foundation will not assume any legal and/or financial liability associated with your event.
- Any event related contracts should be viewed by the Foundation before signing. However, the Foundation will not be named in, or sign contracts on behalf of the event organizer(s) nor will a contract be signed, or obligations be made on behalf of the Foundation without the Foundation's approval and written consent.
- Event organizer(s) will submit net proceeds from the event together with all related financial reports including a complete list of event expenses and revenues within 60 days of the event. The Foundation retains the right to verify the financial reports.
- Event organizer(s) will provide the Foundation with a week's notice if the event is to be cancelled.
- All sporting events require that all participants sign waiver forms waiving Sinai Health, the Foundation and all of their affiliates from any physical, personal, and or financial liability.
- Sinai Health, the Foundation and its affiliates will not be liable for any covid-related outbreaks or illness. Event organizers are expected to take and accept all precautions to ensure an event is safely executed, including provision of PPE, masking, hand sanitizing and maintaining distancing, in line with Public Health guides and as relevant to the event format.
- Sinai Health and the Foundation hold firmly to Ontario legislation and their own policies which require no tolerance for harassment and violence. While the term violence is generally understood, harassment is behavior that is unwelcome, demeaning, hurtful or intimidating, including demeaning remarks, and jokes, displays of racist or sexually suggestive materials, bullying, inappropriate sexual advances, yelling and swearing.

All third-party events and/or initiatives that benefit Sinai Health System and the Foundation will be held to the same standard of no tolerance for harassment and violence.

Any confirmation of such behaviours will result in the removal of all the Foundation brands, marks and identification generally and a discontinuance of the relationship between the Foundation and the community event fundraiser. Monies raised at an event which is shown to have included harassment and/or violence will not be accepted by the Foundation and receipts will not be issued to the donors.

## **Financial**

- The Foundation is committed to following all rules and regulations regarding tax

receipts set out by the CRA. This is imperative to protecting our charitable status. Please note that CRA guidelines can change from time to time.

- The Foundation has the discretion to issue tax receipts and retains that discretion. If tax receipts are issued by the Foundation, the receipts will be issued in accordance with CRA guidelines and the following information will be required: the full name of donor eligible for a receipt, their donation amount and their complete address. Gifts on our on-line platform will be automatically receipted.
- The Foundation will not underwrite any events.
- As a general rule, donations to the Foundation shall be used to support the Foundation's highest priority needs.
- Any request to restrict your gift for a specific purpose must be approved by the Foundation in advance of your Event; and if approved, must be clearly communicated to all Event participants in advance of the Event.
- If, after acceptance of a restricted gift, the Foundation finds that it is impractical to continue to apply the gift to the restricted purpose, the Foundation may re-designate the purpose of the gift (having regard to the original intent of the gift).
- Ten percent of all restricted non-endowed gifts will be allocated to the Sinai Fund to support high priority needs at Sinai Health including capital projects, equipment purchases, research, and the communication and fundraising activities that connect the Hospital to philanthropy in our community.
- As of April 1, 2022, five percent of all restricted-purpose, non-endowed gifts will be directed to support the indirect costs of research.

### **Use of Logo and Name and Promotion**

- With a written approval prior by the Foundation to its use, event organizers may use the Foundation "In Support of Sinai Health" logo and name in participant communications and promotional materials.
- The Foundation will have final pre-approval of any promotional material created for the agreed upon event.
- The Foundation will not provide nor give out its mailing and/or donor list to event organizer(s) or mail out promotional material to the Foundation's donor database on behalf of the agreed upon initiative.

### **Insurance**

- The Foundation will not cover insurance for events and/or virtual initiatives.
- Event organizers will carry adequate insurance for their events and will show proof of insurance coverage prior to the event date.

### **Licenses and Fees**

- Any event involving licenses and fees will conform to government regulations.

The Foundation will not complete applications for license/permits the event may require.

- The event organizer(s) is required to provide copies of licenses and/or permits upon request.
- Event organizer(s) will pay the fees for required license and/or permit.

**Sinai Health Foundation is unable to provide:**

- Funding or reimbursement for event expenses. Event expenses should be deducted from event revenue
- Assistance with ticket sales, securing corporate sponsorships or donations
- Social media promotion via Sinai Health and the Foundation channels
- Email blast/promotion to the Sinai Health and the Foundation databases
- Insurance coverage for events
- Assistance with media coverage
- Prizes, auction items or awards
- Guaranteed attendance of staff or volunteers
- Assistance in applying for a special occasion permit from the LCBO (to serve alcohol at a non-licensed venue)
- Assistance in applying for municipal or provincial gaming licenses from the City of Toronto or Alcohol and Gaming Commission of Ontario

Please check off 'I have read and reviewed the Community Event and Initiatives Terms & Conditions' to complete your event registration. If you have any questions, please contact [events@sinaihealthfoundation.ca](mailto:events@sinaihealthfoundation.ca).

Thank you for your support!