

FUNDRAISING EVENT PROPOSAL FORM

Thank you for your interest in supporting the North Westmeath Hospice CLG. Please read our Fundraising Guide for advice and tips to make your event a success. If you need any help please call 0857863891 or email: info@northwestmeathhospice.ie. *If you are under 18 years of age you will need permission of a guardian or parent.*

Please print clearly in BLOCK letters, tick where appropriate and return as soon as possible to North Westmeath Hospice, Mary Street, Mullingar, Co. Westmeath so we can facilitate your request.

Organiser Detail

Contact Name: (Title) _____ (First Name) _____ (Surname) _____

Name of group/company (if applicable): _____

Address: _____

Tel: _____ Mobile: _____

Email: _____

Event details

Name of proposed event: _____

Date of event: _____

Time: _____

Location: _____

Address: _____

Brief description of proposed event:

How will the funds be raised?

Corporate Sponsorship

Individual Sponsorship

Ticket sales (Proposed amount per ticket €_____)

*Street collection

Raffle (If tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.)

Other (please provide details): _____

*Any event involving collections from the public require an An Garda Síochána permit, please contact your local Garda Station as early as possible.

Expected attendance (if applicable): _____

Have you formed a committee to help organise this event?

No:
Yes: (please attach names & contact details)

Fundraising Resources:

Should you need materials for your event please contact us to discuss your requirements.

Sharing your story (optional):

Stories on our social media and on our website can be an effective way to raise awareness. If you are happy to share your reason for holding an event, please complete the section below and a member of our staff may contact you about your story.

Please share your reason for holding an event:

Do you have adequate Insurance?

Unfortunately, the North Westmeath Hospice's insurance policies only cover fundraising events organised and managed directly by the North Westmeath Hospice. The North Westmeath Hospice can accept no liability for any claim, which may arise during the course of any other fundraising event.

Agreement and Signature:

- I have read the terms and conditions of the North Westmeath Hospice CLG and I agree to hold my fundraising event in accordance with them and all applicable laws.
- I agree that the North Westmeath Hospice CLG will receive all revenue from the event within 30 days of the event.
- I agree that all publicity for the event must be approved by the North Westmeath Hospice CLG prior to release/publication.

Signature of applicant: _____

Print Name: _____

Date: _____