

PuSh International Performing Arts Festival (the PuSh Festival) Third Party Events Policy

Overview and Administration

1. Events should promote the PuSh Festival, present the organization positively, and support its mission and values.
2. Event applications must be completed no less than three weeks (21 days) prior to the event date; though we suggest allowing more time for planning and preparation, depending on the type and scope of the event. PuSh Festival staff will review the application and contact you with a decision within one week (7 days).
3. The PuSh Festival will determine if the event is financially viable, and reserves the right to withhold the use of it's name and/or logo and promotional materials for any event that is deemed financially unviable or inappropriate.

Use of PuSh Festival materials

1. The PuSh International Performing Arts Festival name, logo, or promotional materials may not be used without written permission.
2. The use of any PuSh Festival logos or images on event materials (printed or electronic) must be approved by the organization prior to distribution.
3. The PuSh Festival can, upon request, provide a letter of support to validate the authenticity of the event and its organizers.

Liability and Accountability

1. The PuSh Festival is not liable for any expenses incurred by the event. The event organizer will hold responsibility for liabilities, losses, and expenses arising from the event. The organizer must also handle all monetary transactions for event expenses.
2. The PuSh Festival will not provide any liability insurance for the event, and accepts no legal responsibility for any damage, risk, injury, or loss of funds.
3. The organizer is required to obtain any necessary licensing or permits for the event (liquor licenses, gaming permits for raffles, etc.).
4. The organizer is required to provide a record of revenues and expenses and copies of all receipts to The PuSh Festival within one month (30 days) following the event.

Gifts and Tax Receipting

1. The PuSh Festival will issue a tax receipt for any donation of \$20 or more when accompanied by a donation form that clearly indicates the true donor's name, address, and donation amount.
2. Gifts can be accepted through the organizer's Canada Helps page, by cash, cheque (made out to the PuSh International Performing Arts Festival), through the PuSh Festival website, or credit card (the PuSh Festival can provide donor cards to record credit card information on).
3. In accordance with CRA guidelines, the PuSh Festival will determine the eligibility of a tax receipt and will deduct the cost of a benefit received, if applicable.
4. Tax receipts will not be issued for gifts in-kind.

Support from the PuSh Festival

1. The PuSh Festival staff is available to recommend appropriate dates/times for an event, to compliment or avoid competing with PuSh programming that may already be scheduled
2. Processing tax receipts and issuing thank you packages
3. Providing promotional materials
4. Provide support and guidance to the organizer in setting up an online fundraising page through Canada Helps

The PuSh Festival will not:

1. Guarantee staff or volunteer assistance at the event. Requests for staff presence should be made at the time of the application.
2. Guarantee media presence and/or public promotion of the event through its own internal means.
3. Share and/or distribute mailing lists of donors, sponsors, or volunteers
4. Solicit sponsors on behalf of the organizer, or provide the organizer with sponsor contact information.
5. Incur any costs or expenses unless otherwise agreed to in writing prior to the event.

The PuSh Festival reserves the right to refuse support of any event that is not approved.