



## Queen's Hospitality Services Fundraising Application

*Completed applications are to be emailed to [dining@queensu.ca](mailto:dining@queensu.ca) at least two (2) weeks prior to the fundraising date selected. Upon approval, you will receive written confirmation outlining terms and conditions. Please note, approved groups will be selected for one fundraising initiative per semester and/or by availability.*

Queen's University Ratified Group/Club Name: \_\_\_\_\_  
Date of Application: \_\_\_\_\_ Date of Approval (Office Use Only): \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Student Number of Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please provide us with a brief description of what the donated funds will be allocated towards: (example, raising money for an event): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to promote this event to ensure its success? ie. Who/how many group members will be on site for the event? What will be the focus of your social media campaign? Will you distribute posters and/or mailings?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PAYMENTS

Queen's Hospitality Services Fundraising Initiatives for Queen's University Clubs/Groups are supported by local community service partners. All funding and/or financial return is the responsibility of the assigned vendor. It is the responsibility of the student group to confirm all payment terms directly with the vendor.



## CANCELLATION

Should you find it necessary to cancel your event, your cancellation notice must be in writing to Queen's Hospitality Services 14 business days prior to the event start date.

Accept \_\_\_\_\_ (Applicant initials)

## DAMAGE POLICY

Any incident involving you, the guest, which requires additional custodial, security, or maintenance work may result in applicable fines and/or cleaning charges associated with damage to any University Property. Charges will be applied to the account code provided on file.

## FORCE MAJEURE

If Queen's Hospitality Services is prevented, due to forces beyond its control, from providing the facilities and/or sourcing of services outlined, you agree that you will hold Queen's Hospitality Services harmless from any liability financial or otherwise.

Force Majeure will be exercised in, but not limited to the follow circumstances:

Construction activities; acts of terrorism; strikes; labour disputes, including boycotts; Acts of God; government restrictions; judicial orders; fire or other casualties; civil unrest; loss of a utility; emergencies or causes beyond its reasonable control which would make it illegal or impossible to provide the proper services to hold the event.

## MODIFICATION OF AGREEMENT

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

Accept \_\_\_\_\_ (Applicant initials)

## Contact Information Release:

I, \_\_\_\_\_, allow Queen's Hospitality Services to release information concerning the reason for the fundraising, social media contact, and pictures of club members during the event. I acknowledge that this information will be released for the general public to view via Queen's Hospitality Services website and social media outlets.



Hospitality Services  
by *sodexo*

Please provide your social media handles for any/all of the following:

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_ Snapchat: \_\_\_\_\_

Vine: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

# ALLERGEN ALERT

**This food service vendor is not part of Queen's Hospitality Services. Therefore, we cannot attest to any ingredients or potential cross-contamination**

**Please consult directly with the vendor on site if you have any questions or concerns.**



Queen's  
UNIVERSITY

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Hospitality Services

by *sodexo*\*