

# Fundraising Event Registration Form

In aid of CMRF Crumlin, supporting Our Lady's Children's Hospital, Crumlin and The National Children's Research Centre

## Your Details

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person in CMRF Crumlin: \_\_\_\_\_

All persons organising an event in aid of CMRF Crumlin, supporting Our Lady's Children's Hospital, Crumlin and The National Children's Research Centre, are asked to submit a Photo ID such as a copy of a Passport or Driver's Licence.

Please  
attach  
photo  
here

## How did you hear about us? (please tick)

- |                                     |   |  |                                |
|-------------------------------------|---|--|--------------------------------|
| <input type="checkbox"/> Newspaper: | <input type="checkbox"/> Radio Station: | <input type="checkbox"/> Website:        | <input type="checkbox"/> Event |
| <input type="checkbox"/> Friend:    | <input type="checkbox"/> Hospital       | <input type="checkbox"/> Research Centre | <input type="checkbox"/> Other |

Please give details: \_\_\_\_\_

## Be part of the CMRF Crumlin Community

We would love to be able to keep you up to date on the impact you are making for children, and to send you information on upcoming initiatives, events and projects. Please let us know how you would like us to contact you below:

You can contact me by email: Yes  No  Email address: \_\_\_\_\_

You can contact me by phone: Yes  No  Phone number: \_\_\_\_\_

We take your privacy seriously and we will always keep your information safe. If you do not wish to receive any further updates in the post, or if you wish to update your preferences, please email [info@cmrf.org](mailto:info@cmrf.org) or give us a call on 1890 507 508.

You can review our full privacy statement at any time at: [www.cmrf.org/legal/privacy-statement](http://www.cmrf.org/legal/privacy-statement) Thank you!



## Event Details (Please describe the nature of the event)

Date to take place: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Number of People expected to attend: \_\_\_\_\_

Have you run a similar type event with another charity?

Yes  No

Are you having a street collection or raffle?

Yes  No

Have you sought a Garda permit or Licence?

Yes  No

**\*For collection of money in public places, sealed buckets should be used.**

Have you sourced any insurance that may be required for your event?

Yes  No

## Promotion of the Event

Will the event be promoted on social networking sites or other websites?

Yes  No

If yes please provide details:

**Please use the following wording when promoting your Fundraising Event:**

Funds raised in aid of CMRF Crumlin / Proceeds will be donated to CMRF Crumlin.

Please do not use  without permission.  
We will supply our logo to you with guidelines for use.



## Finance

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How much money do you hope to raise?

To comply with auditor requirements and to preserve the integrity of the organisers, it is required that at least two people are involved in the counting and remitting of cash. Please provide the name and address of the nominated individuals:

Name 1:

Address 1:

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Name 2:

Address 2:

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For transparency on cash handling procedures please refer to cash handling procedures provided in our Health, Safety and Legal Guidelines.

I agree that proceeds will be lodged no later than 30 days after the event  Yes  No

When you are ready to lodge funds please use the Bank details provided in your support letter and please use your unique CMRF ID Number when lodging funds.

## Disclaimer

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We want you to enjoy your fundraising activities and stay safe! Please remember that CMRF Crumlin can accept no liability for any loss, damage or injury caused during the event you undertake. CMRF Crumlin insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your event participants. Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practices. Please read the CMRF Health & Safety, legal and financial guidelines prior to organising your event.

The Fundraiser agrees to release CMRF Crumlin to the fullest extent permissible under law from claims and demands Fundraiser agrees to release CMRF Crumlin to the fullest extent permissible under law from claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of CMRF Crumlin or its agents. CMRF Crumlin reserves the right to remove association with the event if it is evident that the Fundraiser is failing to adhere to any of the above terms and conditions.



## Agreement and Signature

- Yes I have read the Health, Safety and Legal Guidelines and agree to hold my fundraising event in accordance with the terms and conditions of CMRF Crumlin guidelines attached and all applicable laws.
- Yes, I agree CMRF Crumlin will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by CMRF Crumlin prior to release.

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

Date: \_\_\_\_\_

### For Office use only

Type of ID: \_\_\_\_\_

Authorised by: \_\_\_\_\_

CMRF Crumlin Reference Number: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Please return signed form to:**

CMRF Crumlin,  
14-18 Drimnagh Road,  
Crumlin,  
Dublin 12

T: 01 709 1700 | F: 01 455 1045 | E: [info@cmrf.org](mailto:info@cmrf.org) | [www.cmrf.org](http://www.cmrf.org)  
Charity Number: CHY 4483A

