



Life is precious

## TERMS AND CONDITIONS FOR PARTICIPATION IN THIRD PARTY EVENTS AS A FUNDRAISER FOR CHARLIE HOUSE

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### THE EVENT

Thank you so much for supporting Charlie House through this year's **Beast Race**. We can't wait to support you and your team in your efforts at this year's Beast Race, which takes place on Saturday 12<sup>th</sup> September, 2026.

Please be advised that this event is not organised by Charlie House, but by a third party (Zone Events). Therefore, your participation in the event as a Charlie House participant is subject to these Terms and Conditions, in addition to the organiser's terms and conditions.

### PARTICIPATION

Please be aware that Charlie House pays a non-refundable fee of £64 + VAT to the event organiser for your event space, on your behalf. This fee is a direct cost to Charlie House and is intended to be recovered through your fundraising to support our vital services for local children and families. If you, or participants from your team, withdraw or cancel your place(s), the charity still incurs this cost, which may reduce the funds available for our mission.

Therefore, these terms and conditions outline timescales for cancellations to give the charity as much time as possible to offer the place(s) elsewhere if required, and ensure you and your team have the best experience possible. Thank you for your understanding.

### MINIMUM SPONSORSHIP

Participants commit to a minimum sponsorship amount of **£200 per participant**.

To ensure that Charlie House recovers the cost of your event place and maximizes funding for our services, we require participants to have raised or donated at least 50% of the minimum sponsorship target 2 months before the event (14<sup>th</sup> July 2026).

Charlie House will issue a written reminder as this date approaches to support your fundraising progress. If the 50% milestone has not been met by 14<sup>th</sup> July 2026, Charlie House reserves the right to provide final written notice that your charity place will be withdrawn. This allows the charity to reallocate the place to another supporter and prevent a financial loss that would impact on the delivery of the charity's support for local families.

- Each participant is responsible for raising or donating this minimum sponsorship amount in return for their free place.
- It is the responsibility of team captains or team organisers to inform all team participants that they are each responsible for raising or donating the minimum sponsorship amount in return for their free space.
- Teams may opt to create a team total that the entire team is responsible for i.e. Minimum sponsorship amount multiplied by number of participants.

**Supporting children to live life to the full and make memories for the whole family to treasure**

Charlie House Trust

A Charity Registered in Scotland Number SC042643

A Company Limited by Guarantee and Registered in Scotland Number SC465466

Registered Office: Johnstone House, 52-54 Rose Street, Aberdeen, AB10 1HA

- Participants are aware and acknowledge that Charlie House reserves the right to withdraw your place(s) should participants fail to comply with their agreed fundraising obligations.

### **CANCELLATION OR WITHDRAWAL POLICY**

In the event that a participant or the entire team is unable to take part in the event for any reason, you must notify Charlie House as soon as possible:

- If you require to cancel your place(s) 60 days before the event (July 14<sup>th</sup>, 2026), you must inform Charlie House in writing. This will incur no charge.
- If you cancel your place(s) with less than 60 days remaining before the event (July 15<sup>th</sup>, 2026, onwards), you must inform Charlie House in writing. **You will be required to pay the cost price of each place cancelled** (£64 + VAT) and Charlie House will invoice you for this.
- It is the responsibility of team captains or team organisers to inform all team participants that they are each individually responsible for paying the cost price of their place should they cancel or withdraw.
- Should a confirmed participant cancel their place within the 60-day cancellation period, they may transfer their place to another individual and confirm this in writing to Charlie House. These new participants will be subject to the same terms and requirements for minimum sponsorship and cancellation period.
- In the event of your withdrawal or cancellation, any sponsorship funds already paid to the charity will be retained to support our mission. You are responsible for notifying your donors of your withdrawal or cancellation. If a donor specifically requests a refund due to your non-participation, please contact Charlie House to discuss.

### **OUR COMMITMENT TO YOU**

Charlie House agrees to support and assist, where possible, the team in achieving their minimum sponsorship target through the following means:

- **Charlie House brand** - The charity will provide a copy of the brand guidelines for the team's use.
- **Marketing Materials** – Charlie House can provide brochures, banners, charity logos, and suggested digital content to assist the team with their own marketing and fundraising efforts. All participating team members will also have the option of a free Charlie House t-shirt to wear at the event and during any fundraisers the team has planned in advance.
- **Fundraising Guidance** – Charlie House will provide information and advice on Just Giving, event planning, holding raffles, collection licenses, gift aid, and support and guidance for maximising your fundraising efforts.
- **Regular Communication and Updates** – Charlie House will communicate with the team throughout their fundraising, to update and provide support; to update on any event details required; to share details of the charity's wider services and activities, and to share the impact of the team's fundraising support.
- **Use of fundraised income** – Funds raised through the participants' fundraising efforts will support the area of greatest need within the charity.

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- **Key contact** – the charity will assign a dedicated key contact who will support the team for the duration of their fundraising.

#### **ACCEPTANCE OF THESE TERMS AND CONDITIONS**

By accepting the free place(s) for the Beast Race, you and/or your team agree to the terms and conditions as outlined.

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