



VILLE DE / TOWN OF  
**BEAUMONT**

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**26<sup>th</sup> Annual Spring Community Awareness & Registration Event**  
**Saturday, March 3, 2018**

10:30 am – 12:00 pm.

**CCBCC (Beaumont Community Centre) 5204 50 Avenue, Beaumont, Alberta**

The Town offers this opportunity to groups to help promote their programs, services, accept registrations and/or memberships and recruit volunteers. Please note that this event is awareness for all groups and should **not be used for the only major registration**.

Groups must be offering **leisure time, wellness opportunities or community services and be:**

- Local non-profit/volunteer organizations known as CVO's (proof of non-profit status or registered society number may be required).
- Non-local, non-profit/volunteer organizations offering opportunities not already being offered within Beaumont.
- Local Businesses (with a valid Beaumont Business License)
- Other requests will be evaluated on an individual basis.

**Community Volunteer Organizations will have priority registration until February 12, 2018.** After that time registration will open to businesses. Space is limited; table allotment of more than 1 table per group will be evaluated on an individual basis by town staff.

If your group would like to book a table, please complete the enclosed form. **If you are a CVO (Community Volunteer Organization), ensure your table by registering prior to February 12, 2018.** Registration will close on February 26, 2018. Please Note: Phone registration is not available.

Non-local private individuals or organizations and/or political parties are not permitted to attend Awareness Events.

<b>CVO Priority Registration (until February 12, 2018)</b>	<b>\$ 5.00</b>
<b>General Registration CVO Groups</b>	<b>\$10.00</b>
<b>Business Registration (February 13 – 26, 2018)</b>	<b>\$30.00</b>

If you have any questions, please contact me at 780-929-2848. Thank you!

Sincerely,

Cheryl Baxter  
Community Events Coordinator



## Town of Beaumont

### 26<sup>th</sup> Annual Spring Community Awareness & Registration Event

#### Additional Event Details

Registration: Registrations will be accepted on a first come, first served basis for Community Volunteer Organization's (CVO's) until February 12.

General registration will open at that time on a first come, first served basis. The deadline for all registrations is February 26, 2018.

Table location, access to power and extra tables/chairs will be determined according to availability. Each group will receive confirmation prior to the event.

To register simply fill out the enclosed registration form, return it to the Town of Beaumont, along with payment, either in person, by mail or by depositing it into the drop off box.

If your organization has provided us with an email address and you are receiving these forms electronically, please return the completed form via email as well.

**Please register early to take advantage of the CVO Priority Registration fee!**

#### Times:

Set-up	Saturday March 3, 2018 9:45 - 10:15 a.m. Booth set-up must be <b>completed by 10:15 a.m.</b>
Event	10:30 a.m. - 12:00 noon
Takedown	12:00 p.m. - 12:30 p.m.

Table Location: Table location will be determined by flow of traffic, date registration is received and requirements requested (i.e. power, extra tables).



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**TABLE REGISTRATION FORM**

<b>CVO Priority Registration (until Feb 12, 2018)</b>	<b>\$ 5.00</b>
<b>General Registration CVO Groups</b>	<b>\$10.00</b>
<b>Business Registration (Feb 13 - 26, 2018)</b>	<b>\$30.00</b>

Name of Organization to appear in event advertising: \_\_\_\_\_

Organization Contact (for event): \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail (for registration confirmation): \_\_\_\_\_

Business license # (if applicable): \_\_\_\_\_

**Community Awareness Event Requirements: (Please Be Specific)**

Number of Tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

**A letter confirming the number of chairs and tables reserved for your group will be emailed to you prior to the event.**

**Registration Date:** \_\_\_\_\_ **Payment Amount:** \_\_\_\_\_ **Form of Payment:** \_\_\_\_\_

**TO PAY BY CHEQUE:**  
Return the completed form with cheque to the Town Administration Office. Receipts for cheque payments will be emailed at a later date. Cheques are payable to the Town of Beaumont.

**TO PAY WITH CASH, DEBIT, CREDIT CARD:**  
Pay in person at the Aqua-Fit Centre and submit completed form.

**FOR CVO USE:**

*The following information will update the Community Volunteer Organization list displayed on the Town website and used for event mail outs from Town Office to CVO groups.*

Organization: \_\_\_\_\_

*(As it is to appear on the official Community Volunteer Organization list)*

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

President/Group Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

President /Group Contact E-mail: \_\_\_\_\_

Group Website: \_\_\_\_\_