

Beaumont

27th Spring Community Awareness Event Saturday, March 2, 2019

10:30 am – 12:30 pm

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

Spring Awareness is an opportunity for Beaumont's Community Volunteer Organizations to promote their programs, services, accept registrations and/or memberships and recruit volunteers.

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 10, 2019. 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 city 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 10, 2019.** Registration will close on February 24, 2019. Please Note: Phone registration is not available.

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

CVO Priority Registration (until February 10, 2019)	\$ 5.00
General Registration CVO Groups	\$10.00
Business Registration (February 11 – 24, 2019)	\$30.00

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

Sincerely,



Angela Tom
Community Events Coordinator

Additional Event Details

Registration: Registrations will be accepted on a first come, first served basis for Community Volunteer Organization's (CVO's) until February 10.

General registration will open at that time on a first come, first served basis. The deadline for all registrations is February 24, 2019.

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 and return it with payment.

TO PAY BY CHEQUE: Return the completed form with cheque to the City Administration Office. Receipts for cheque payments will be emailed at a later date. Cheques are payable to the City of Beaumont.	TO PAY WITH CASH, DEBIT, CREDIT: Pay in person at the Beaumont Sport & Rec Centre (formerly Aqua-Fit Centre) or the Beaumont Community Centre (CCBCC).
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Please register early to take advantage of the CVO Priority Registration fee!

Event Times:

Set-up	Saturday March 2, 2019 9:45 – 10:15 a.m. Booth set-up must be completed by 10:15 a.m.
Event	10:30 a.m. – 12:30 p.m.
Takedown	12:30 p.m. – 1:00 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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27th Spring Community Awareness Event TABLE REGISTRATION FORM

CVO Priority Registration (until Feb 10, 2019)	\$ 5.00
General Registration CVO Groups	\$10.00
Business Registration (Feb 11 - 24, 2019)	\$30.00

Name of Organization to appear in event advertising: _____

Organization Contact (for event): _____ Phone Number: _____

E-mail (for registration confirmation): _____

Business license # (if applicable): _____

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

TO PAY WITH CASH, DEBIT, CREDIT CARD:
Pay in person at the Beaumont Sport & Rec Centre (formerly Aqua-Fit Centre) or the Beaumont Community Centre (CCBCC).

Event Requirements:

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.

FOR COMMUNITY VOLUNTEER ORGANIZATIONS:

The following information will update the Community Volunteer Organization list displayed on the City website and be used for event mail outs from the City 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: _____

The information on this form is being collected for the purpose of registering CVO groups in the Annual Community Awareness Event, under the Authority of the Freedom of Information and Protection Privacy Act. It is the Town's normal practice to make this list available. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 929-8782.

Administrative Use:

Registration Date: _____ Payment Amount: _____ Form of Payment: _____