



38 Annual Fall Community Awareness & Registration Event Thursday, September 1, 2022

7-8:30 PM

Beaumont Community Centre 5204-50 Avenue

The City of Beaumont offers this opportunity to groups to help 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 August 12, 2022. 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 August 12, 2022.** Registration will close on August 26, 2022.

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

CVO Priority Registration (until August 12, 2022)	\$ 5.25
General Registration CVO Groups	\$10.50
Business Registration (August 13 - August 26, 2022)	\$31.50

Course number: **8227**

If you have any questions, please contact me at 780-905-9539. Thank you!

Sincerely,

Cheryl Baxter
Community Events Coordinator



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Additional Event Details

Registration: Registrations will be accepted on a first come, first served basis for Community Volunteer Organization's (CVO's) until August 12, 2022.

General registration will open at that time on a first come, first served basis. The deadline for all registrations is August 26, 2022.

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 City of Beaumont, along with payment, in person at the Beaumont Sport and Recreation Center. You can also pay over the phone at 780-929-7946.

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	Thursday September 1, 2022 6:15-6:45 PM Booth set-up must be completed by 6:45 PM
Event	7-8:30 PM
Takedown	8:30 -9 PM

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(Course code: 8227)

CVO Priority Registration (until August 12, 2022)	\$ 5.25
General Registration CVO Groups	\$10.50
Business Registration (August 13 - August 26, 2022)	\$31.50

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 Beaumont Sport and Recreation Centre. 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 over the phone at 780-929-7946 or in person at the Beaumont Sport and Recreation Centre and submit completed form.

FOR CVO USE:

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

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 City'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.