

PLAN YOUR PET THERAPY EVENT WITH US

Have A Tail-Wagging Good Time!

HOST ORGANIZATION EXPECTATIONS	CHECK OFF
<p>BOOKING, CANCELLATION AND REFUND POLICY</p> <ul style="list-style-type: none"> ● Host Event Confirmation: The Host must confirm the event a minimum of 2 weeks prior to the event date by way of email to Pets and Friends. If verification is not received, it is possible that Pets and Friends may cancel the event. ● Host Cancellation: If an event is canceled or the date is changed by the Host, Pets and Friends requires a minimum of 1 week's notice. We will work towards a mutually agreeable solution. ● Refund Policy: Once a donation has been made, there is no refund. 	<input type="checkbox"/>
<p>CONSENTS OR DISCLOSURES</p> <ul style="list-style-type: none"> ● It is the responsibility of the Host to: <ul style="list-style-type: none"> ○ Attendees - obtain any required written authorization from participants before the visit in case of allergies or other health issues, permission forms or parental consent and/or; ○ Building - ensure the establishment or building approves of the logistics of the event (i.e.: liability of having therapy pets on site) and/or are comfortable with the idea of having therapy pets on the premises. ○ Photography - obtain consents for filming, photography and/or audio recording. Sharing of any media received would be appreciated. ○ Media - Inform Pets and Friends of all press and media coverage for the event as the organization must approve it in advance. ○ No Animals - Ensure no other animals, whether resident pets, service animals or animals associated with another pet therapy organization, are permitted in the designated area during the event. ○ Parking - Provide complimentary parking for volunteers (i.e.: validated, cash reimbursement, license plates in advance, free on-site parking (within reasonable distance to the event), reserved stalls) and advise how this will be provided when the event form is filled out. A link to the parkade, or a map of the most convenient parking is appreciated. 	<input type="checkbox"/>
<p>EVENT CONTACT</p> <p>The Host will provide an event contact that is responsible for organizing the event and supporting volunteers the day of the event, including but not limited to providing navigational support/wayfinding, answering questions, advising which areas volunteers are permitted to be in with their therapy pets and where therapy pets can take a break should the need arise. <u>It is strongly advisable to have an alternative contact as well in case you are away unexpectedly or on holiday leading up to the event.</u></p>	<input type="checkbox"/>
<p>EVENT SPACE</p> <p>The Host will provide a safe space for pet therapy teams. This can be either a designated room or an area with roped off entrances and exits (stanchions recommended) that will help to control the number of participants. In addition, a suitable floor surface for dogs (e.g.: carpeted area, vinyl, rubber flooring or tiled floors with non-skid floor mats), good ventilation and limited traffic/reasonably quiet atmosphere. Finally, the designated area should have comfortable seating for volunteers (i.e.: couch or chairs) and enable pet therapy</p>	<input type="checkbox"/>

<p>teams to maintain a working distance of at least 6 feet to ensure therapy pets keep focused on interacting with participants.</p>	
<p>FEES/FUNDRAISING The Host may not charge an admission fee, fundraise or solicit donations without prior approval of Pets and Friends. Any funds raised during the visit must be donated to Pets and Friends.</p>	<input type="checkbox"/>
<p>HOST FEEDBACK</p> <ul style="list-style-type: none"> • The Host is responsible for notifying Pets and Friends regarding any issues that arise as a result of the visit that requires attention or resolution. • Pets and Friends appreciates any feedback you may have for us, either directly or through the completion of our event feedback form. 	<input type="checkbox"/>
<p>MARKETING & SIGNAGE</p> <ul style="list-style-type: none"> • Any advertising or signage for the event must include the Pets and Friends logo and be on brand for our pet therapy program. The host agrees to provide Pets and Friends a copy of proposed signage - whether advertising the event or for volunteers to navigate the building - at least 2 weeks prior to the event. We appreciate being tagged in any social media posts to raise our profiles. • The Host acknowledges and agrees that Pets and Friends volunteers shall operate under the name of 'Pets and Friends Pet Therapy Program' and as such in any marketing materials the term 'Therapy Dog', 'Pet Therapy', 'Therapy Pet' or 'Pet Therapy Program' must have the prefix of 'Pets and Friends'. 	<input type="checkbox"/>
<p>VOLUNTEER</p> <ul style="list-style-type: none"> • Recognition: Pets and Friends asks that any recognition to volunteers comes via donation to Pets and Friends. • Safeguard: The Host is responsible for safeguarding any personal information received by Pets and Friends regarding volunteers. • Communication: Please ensure all communication goes through the Event Coordinator for this and future events. • Safety: If a volunteer, therapy pet or participant feels unsafe, threatened or is asked to disregard Pets and Friends policies for any reason, the event may be terminated immediately. 	<input type="checkbox"/>
<p>MISCELLANEOUS</p> <ul style="list-style-type: none"> • Pets and Friends Cancellation: If for unforeseen circumstances the scheduled number of pet therapy teams unexpectedly cannot make the event and Pets and Friends has been unsuccessful in securing replacements, the organization may need to work with less than the planned number of therapy pets or reschedule the event. This could be due to pet therapy team illness (handler or pet) or family emergencies • Stand Alone Event: The Host will schedule the pet therapy visit as a standalone event with no other activities planned during the same time the pet therapy visit is scheduled, thereby a) ensuring participants get the most out of their experience with the therapy pets and b) maximizing participation in the pet therapy event. • Set Up/Take Down: The Host will oversee the set up/take down of the event. • Participants: The Host will ensure a steady flow of participants throughout the entire duration of the event, thereby avoiding any major rushes or unintended respites from participants. 	<input type="checkbox"/>