

## COLLECTION BOX AGREEMENT FORM

**To be completed in BLOCK capitals, please.**

### Personal Details

Full Name:	Day Tel No:
Address:	Postcode:
Number of sealed collection boxes required:	

### Details of the box site (if different from above address)

Name of venue	Day Tel No
Address	Postcode
Please write the return date here if the box(s) are being used on a short term basis (e.g. at an event)	

CLAPA OFFICE USE: Does CLAPA have a dedicated Can Collector in the area? **YES/NO**

#### **WITH A LOCAL CAN COLLECTOR** (CLAPA to delete as appropriate)

Unless you, the Vendor or Manager, require the can on a specified short term basis the CLAPA Collection Can Fundraiser agrees to collect your collection can/s at least twice a year or at a pre-agreement frequency in accordance to the level of donations. If you require a more immediate visit, please contact the CLAPA Fundraising Office on 020 7833 4883. **NOTE: Please ensure that you ask to see the CLAPA Can Collectors ID badge before you let them take your sealed can. They should also supply you with a new replacement can, unless you wish to cancel the arrangement, which you are free to do at any time.**

#### **WITH NO LOCAL CAN COLLECTOR** (CLAPA to delete as appropriate)

Where we have no local collector please could follow the following process:

- Please count the contents of the can with a witness
- Please make sure the contents are counted out of sight from customers – this is to protect your reputation, as well as CLAPAs.
- Please complete the Collection can return form and either post or email it to CLAPA Head Office – [fundraising@clapa.com](mailto:fundraising@clapa.com)
- Once emptied please re-seal the can using the ring seals which you will have been supplied with. For further supplies, please call 020 7833 4883 or email [fundraising@clapa.com](mailto:fundraising@clapa.com)

**Registered Office:** Green Man Tower, 332B Goswell Road, London, EC1V 7LQ, United Kingdom

**Phone:** +44 (0) 20 7833 4883

**Fax:** +44 (0) 20 7833 5999

**Email:** [info@clapa.com](mailto:info@clapa.com)

**Website:** [www.clapa.com](http://www.clapa.com)

**CLAPA agrees:**

- To supply the business/venue Proprietor or Manager with one or more cans as required, with each can individually numbered at the bottom.
- To supply the business/venue Proprietor or Manager with spare ring seals to replace old ones which have been broken after emptying and banking the contents.
- Acknowledge safe receipt of the collection can contents with a certificate to display and thank your customers. Please allow 14 days from the time the collection can is collected/money has been banked for this to confirmation to be received.
- If there is a CLAPA Can Collector in your area, the can will be collected and replaced at least 3 times a year unless otherwise arranged.

**Business/Venue Proprietor or Manager agrees:**

- To return the collection cans to the Collection Can Collector with the seals intact.
- Ask the Collection Can Collector to produce their ID badge before handing the can over.
- If there is not Collection Can Collector operating in the area, I agree to count and bank the contents of the Collection Can in accordance to the procedure listed above.
- To notify the Police immediately should the can be stolen and then advise CLAPA.
- To notify CLAPA should I decide to discontinue holding a collection box, in order that its return can be arranged.

**AUTHORITY TO ABIDE BY THE CONDITIONS LISTED IN THIS AGREEMENT**

**CLAPA**

NAME:

POSITION:

SIGNATURE:

DATE:

**BUSINESS/VENUE PROPRIETOR OR MANAGER**

NAME:

POSITION:

SIGNATURE:

DATE:

Please tick here if you would be willing to display awareness posters on your premises

If you would like to receive more information about CLAPA please tick the following:

CLAPA News, annual magazine     E-newsletter     Contact about other fundraising for CLAPA

Data Protection - CLAPA is committed to data protection and will never pass on your details to any third party without your consent