



Halifax Humane Society
2364 LPGA Boulevard
Daytona Beach, FL 32124

Tel: 386-274-4703
Fax: 386-267-0651
www.halifaxhumanesociety.org

Third Party Event Information

Event Name _____

Purpose of Event (Check all that apply):

PR/Media Fundraising Donor Cultivation Adoption Just for Fun Other

Description (attach an additional sheet if necessary) _____

Date of Event _____ Time of Event _____

Location, Address _____

Number of expected participants _____

Will there be an admission fee? _____ If so, how much? _____

Is alcohol involved? _____ If yes, who will be the permittee? _____

What insurance covers the event activities? _____

Event Organizer Information

Individual or Organization _____

If an Organization, Name of contact Person _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____

E-mail _____

How will funds be raised? _____

What amount of money or percentage of the gross revenue will be donated to HHS? This amount or percentage must be prominently stated in all publicity for the event. _____

Will individual checks be made payable to HHS? _____ This is required for donation to be tax deductible to the donor.

When will HHS receive the donations? _____

How will event expenses be paid for? _____

What food and drinks offered? Who will provide them? _____

Do you plan to use HHS name, logo or visual representations? If yes, how will they be used?

Who will handle the publicity/promotions for the event? _____
(All promotional material must be submitted to HHS for its prior approval.)

Do you plan on an auction or raffle at the event? _____

How will funds be raised or given to the HHS? (check all that apply)

No Funds Strictly Donations % of Sales % of Entry Fee Ticket Sales

What is the percentage to HHS? _____

Are the remaining funds going elsewhere and if so where? _____

We ask that participants/attendees be informed of the exact amount their participation benefits the Halifax Humane Society. For example, ambiguous wording like: "a portion of the proceeds" is not sufficient. Preferable disclosure statements take the form of these examples"

- All donations collected will be remitted to the Halifax Humane Society
- 50% of each ticket sold will be given to the Halifax Humane Society
- 100% of the net proceeds go to the Halifax Humane Society
- A minimum of \$,5000 is guaranteed to the Halifax Humane Society

These statements must appear on all notices and advertising that encourage the public to participate in the planned event. This agreement may be terminated upon written notice by either party.

It is understood that the Halifax Humane Society is not responsible for any requisite licenses, permits, bonds, approvals, and taxes and assumes no liability or obligations for any expenses and/or injury to property, persons, or animals with respect to the event.

If using Halifax Humane Society name or logo, the Halifax Humane Society retains the right of approval on all information and materials related to or used to advertising the event. (Pre-approval before production). Use of the name or logo, the Halifax Humane Society requests pre-approval.