

THIRD-PARTY EVENT CONTRACT

Your support of Clarehouse is greatly appreciated. We are accountable to the public we serve to adhere to best practices in fundraising. The following guidelines have been developed to serve as criteria for individuals, groups and organizations who organize events or benefits on our behalf. Please review this packet and complete our application.

- 1) The event should fit the mission and convey the appropriate image of Clarehouse.
- 2) A budget for the event must be submitted within a week of signing this contract.
- 3) A minimum gift of \$1,000 must be guaranteed in order to use Clarehouse's logo. Any use of the logo must be pre-approved.
- 4) Clarehouse should not be used in the name of the event, but listed as the beneficiary. For example, XYZ Fun Run benefiting Clarehouse.
- 5) The event must comply with all federal, state, and local laws governing charitable fundraising, gift reporting and special events. Event organizer is responsible for obtaining any necessary permits, clearances and/or insurance coverage.
- 6) If the event organizer plans to solicit contributions, sponsorships, or in-kind gifts from businesses, the list of potential businesses must be pre-approved.
- 7) The event organizer agrees to give appropriate acknowledgements to participants and sponsors of the event.
- 8) The event proceeds must be remitted to Clarehouse within 45 days of event.
- 9) The event organizer must seek permission to repeat event in each succeeding year.

What Clarehouse Can Do:

- Attend event or check presentation, as schedule allows
- Acknowledge direct contributions to Clarehouse in accordance with its policies
- Provide and approve the use of Clarehouse's logo as appropriate
- Assist donors in directing contributions toward areas of special interest or areas of need within Clarehouse
- Provide a letter of authorization to validate the authenticity of the event and its organizers

What Clarehouse Cannot Do:

- Provide employee or volunteer support
- Promote, publicize, or sell tickets for the event
- Provide mailing lists of Clarehouse's constituents
- Provide letterhead or stationery
- Provide reimbursement for expenses unless it is agreed upon before the expense is incurred

The event organizer assumes all risks and liabilities associated with the event and hereby releases and holds harmless Clarehouse, Inc., and its directors, officers, employees, agents, successors, and assigns from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or which may occur in conjunction with the event, including, without limitation, any personal injuries or damage to property which may occur in conjunction with the event.

I, _____, on behalf of _____, agree to abide by
Printed name of representative Sponsoring organization

the terms of this contract. I/We also agree that funds raised from the event will be remitted to Clarehouse within 45 days of the event.

Representative's signature

Date

Clarehouse[®]
Living. Loving. Sharing.