



Third Party Event Contract

Contact Information

Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Company Website (If Available) : _____

General Event Information

Event Name: _____

Event Description: _____

Date(s): _____ Time: _____

Location & Address: _____

Is this event open to the public? Yes / No

Past Events

Have you organized a BHS third party event previously? Yes / No

If yes, briefly describe the event. _____

How much money was raised? _____

Financial Information

In an effort to assist you in the production of a successful event, please indicate how you will generate revenue for BHS:

- | | |
|---|---|
| <input type="checkbox"/> Ticket Sales/Entry Fee | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Donation Drive |
| <input type="checkbox"/> Other _____ | |

If generating income through Ticket Sales/Entry Fee, please indicate what percentage will be donated? _____

Anticipated event revenue: _____

Will this be an annual event? Yes / No

BHS Involvement

Due to the large number of third party events organized on behalf of BHS, staff and volunteers cannot provide support to plan and promote events. Staff, volunteers and animals may be able to attend a third party event. Requests for such a presence will be handled on a case-by case basis and cannot be guaranteed.

BHS requests: _____

Marketing and Promotions

All third party event coordinators do their own PR. BHS will however post your event within our calendar of events section of our website. Upon approval, you may, in most instances, use the BHS name and logo. BHS must **pre-approve** all promotional materials before distribution, including - but not limited to - fliers and press releases. **All materials must clearly indicate that the event is not sponsored by BHS.**

It is important that BHS name and logo be used correctly and spelled properly. Always refer to the organization as Butte Humane Society (NOT simply the Humane Society). Please adhere to the following logo guidelines:

- The logo may be reproduced in all black or in all white on a black or equally dark background. For all color print jobs the color logo should be used.
- The logo cannot be boxed

Third Party Approval

Each third party event will be considered individually. Generally, the following events will not be approved:

- Events located in close proximity to another BHS event
- Events that require significant attendance from BHS staff and volunteers
- Events associated with businesses or individuals known to conduct themselves in a manner not compatible with the BHS mission
- Events that result in the sale, auction, or raffling of animals

I/We hereby understand, agree and submit the following:

BHS will not assume any legal or financial liability for the above referenced event. Furthermore, we understand and agree that BHS must approve, prior to printing and distribution, any use of its name or logo.

Event Coordinator/Contact

Date

Outreach Coordinator
Butte Humane Society

Date

Thank you for your support of Butte Humane Society!

Please return your completed form to:

Outreach//Events Coordinator
2580 Fair Street
Chico, CA 95928
530.895.0726 Fax
loriwells@buttehumane.org

Butte Humane Society has served the community since 1911. BHS is not affiliated with any other national or local organization and depends on the financial support of businesses and individuals within the community. Thank you for your support!