



Third Party Event Application

Contact:

Abbey Hall

Marketing and Events Coordinator

abbey@toledohumane.org

www.ToledoHumane.org



Third Party Event Application

We're honored that you would like to host a third party event to benefit the Toledo Area Humane Society. Thanks to the generosity of supporters like you we are able to care for neglected and abandoned animals' right here in our community.

Since third party events must meet specific criteria, event applications are evaluated on a case-by-case basis. We have developed the following guidelines and application form to streamline the process.

Please review the following guidelines, and complete and return the application form for consideration. Within 2 weeks of submitting your application, our Marketing and Events Coordinator, Abbey Hall, will reach out to notify you of our decision.

The Toledo Area Humane Society is extremely grateful to the individuals, organizations and companies who support our mission each year. Thank you!

What is a Third Party Event?

Definition of a Third Party Special Event:

A Third Party Event is defined as any fundraising initiative brought forward by an individual, community group, service club, or business external to TAHS (the beneficiary) who wish(es) to raise money or collect donations through a planned activity that is designed, managed and financially resourced by the external participants (the host).

Third Party Event Rules and Guidelines:

1. Please complete the form at least **30 days** before your event or activity for approval. Once the event/activity is reviewed by TAHS staff, Abbey Hall, Marketing and Events Coordinator, will contact you. If the event/activity is approved, we will provide written confirmation of approval. Please note submission of the application does not guarantee approval.
2. If you are wishing to use TAHS's name or logo on any event or activity materials, including advertising and media releases, please contact TAHS for written approval prior to production and/or before they are distributed to the media. TAHS cannot guarantee media interest or coverage of the event/activity nor is it our responsibility to contact the media.
3. Please note that the host is responsible for obtaining appropriate licenses for their event (ie. alcohol, raffles, 50/50 draws, etc).

4. Also, please note that the host is required to handle all monetary transactions for the special event or promotion and to present the proceeds to TAHS. Physical donations can be brought to TAHS at any time or if the items need to be picked up by TAHS, please arrange a pick-up time with us prior to the event.
5. The host cannot hold TAHS responsible for any financial losses incurred in conjunction with any third party fundraising event. Furthermore, the organizing individual/group/company agrees to underwrite all of the costs of the event. TAHS shall incur no costs unless otherwise agreed to in writing prior to the fundraising event.
6. All funds raised at third party events must be donated within 30 days after the event. All checks should be made payable to the Toledo Area Humane Society.
7. Due to insurance restrictions, TAHS is not able to participate in any therapeutic events with our animals. We also do not consider adoption events to be a third party event. All adoption events are held by the Toledo Area Humane Society or held at our discretion.

As the Third Party Event Organizer, I agree to:

- Submit the application form and obtain event approval from TAHS before proceeding with hosting the event
- Adhere to all Third Party Event Guidelines
- Identify the Toledo Area Humane Society as the beneficiary not the sponsor of the event
- Submit all marketing materials to TAHS for approval prior to distribution
- Assume financial responsibility for expenses incurred for hosting the event
- Submit funds raised, payable to the Toledo Area Humane Society, within 30 days of the event

The Toledo Area Humane Society WILL NOT:

- Provide assistance in soliciting donations, handle mailings, recruiting attendees, or collecting monies
- Share any organizational donor lists or contacts
- Guarantee the attendance of staff or adoptable pets at the event
- Arrange any media for events

The Toledo Area Humane Society WILL:

- Will add approved 3rd party events to our calendar of events located at www.ToledoHumane.org
- Will promote the 3rd party event on our Facebook page

Request Date: _____

Name of Group or Organization: _____

- Are you a(n):
- employee group
 - organization/club/association
 - corporation
 - individual
 - other _____

Name of Proposed Event: _____ Date of event: _____

Event Location (name and address): _____

Indoor Outdoor

Please tell us about your proposed event, items to be sold and/or promotion: _____

Will monetary donations be generated by the event? _____

What is the projected income? \$ _____

Anticipated donation to TAHS (if any): \$ _____

What businesses, individuals or foundations will be approached for underwriting, sponsorship, in-kind giving, or other contributions to help your event or sales? _____

How will you promote the event or sales of your items? _____

What, where, and how will you use the Toledo Area Humane Society name?

*Please note that printed materials, which include the name and/or logo of the Toledo Area Humane Society, must be reviewed by the Marketing and Events Coordinator to ensure that it is consistent with our marketing standards.

Please list two contacts from your organization that are either organizing the event and/or in charge of the event day of.

Name: _____ License #: _____
Primary Phone: _____ Email: _____

Name: _____ License #: _____
Primary Phone: _____ Email: _____

Signed Acceptance of Guidelines

I have read the above third party event guidelines and agree to follow them with regards to holding the proposed event to benefit the Toledo Area Humane Society. By publicly advertising TAHS as the recipient of the proceeds, I agree to have all monetary or physical donations to the shelter within 30 days of the event.

Submitted By: _____

Signature: _____ Date: _____

Please submit this form to:

Abbey Hall
Marketing and Events Coordinator
Toledo Area Humane Society
827 Illinois Avenue
Maumee, OH 43537
abbey@toledohumane.org
www.toledohumane.org

For Internal Use only:

Date Request Received: _____ Approved Not Approved
Funds Raised _____ Date Funds/Donations Received: _____