



## **Third-Party Events Contract**

\*All requests must be submitted a minimum of two weeks prior to the date of your event.

### **CONTACT INFORMATION**

Organization Name:

Event Name:

Contact Name:

Address:

City/State/Zip:

Phone:

Cell:

Fax:

E-Mail:

Company Web site (If Available):

### **GENERAL EVENT INFORMATION**

Event name and description (please include how it will benefit JHS):

Event contact name and number if different from above:

Date(s):

Time:

Set-up Time: (if required)

Indoor Event  Outdoor Event

Rain plan for outdoor events:

Location & Address:

JHS representative parking location (list any special instructions):

Do JHS representatives need passes to enter the event?

Is this event open to the public?  Yes /  No

## PAST EVENTS

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

If yes, briefly describe the event and how it benefitted JHS.

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 JHS:

- |   |   |
|---|---|
| <input type="checkbox"/> Ticket Sales/Entry Fee | <input type="checkbox"/> Donation Drive                   |
| <input type="checkbox"/> Auction                | <input type="checkbox"/> Firstgiving.com                  |
| <input type="checkbox"/> Drawing                | <input type="checkbox"/> Other: JHS will sell merchandise |

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 (Dates will vary)

## JHS INVOLVEMENT

Due to the large number of third-party events organized on behalf of JHS, 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. If you would like to request such, please provide as much detail about your preferences and requirements and we will make every attempt to meet your request. **Please check all that apply.**

JHS volunteer activities include (check all that apply)

- Distributing general information
- Promoting JHS events
- Selling JHS merchandise
- Collecting donations
- Serving food and drink
- Processing payment for event
- Other, please describe:

Please indicate the items JHS is responsible for providing (check all that apply)

- Tent
- Folding table
- Chairs
- Merchandise
- Furry ambassador (volunteers' pets, not JHS adoptable)
- Other, please describe:

## JHS is unable to:

- Provide mailing lists
- Pay for any costs associated with your event
- Send a JHS-generated e-mail, mailing or fax to promote an event
- Ensure attendance at your event

## MARKETING AND PROMOTIONS

Typically, third-party events do their own PR. Upon approval, you may, in most instances, use the JHS name and logo. **JHS 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 JHS.

It is important that the JHS name and logo be used correctly and spelled properly. **Always refer to the organization as the Jacksonville 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 JHS event
- Events that require JHS to sell merchandise, tickets, coupons, etc.
- Events that require significant attendance from JHS staff and volunteers
- Events associated with businesses or individuals known to conduct themselves in a manner not compatible with the JHS mission
- Events that result in the sale, auction, or raffling of animals

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

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

\_\_\_\_\_  
Event Coordinator/Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
JHS Representative  
Jacksonville Humane Society

\_\_\_\_\_  
Date

Thank you for your support of the Jacksonville Humane Society!

### **Please return your completed form to:**

Third-Party Events  
8464 Beach Boulevard  
Jacksonville, FL 32216  
904.725.3040 Fax  
[thirdparty@jaxhumane.org](mailto:thirdparty@jaxhumane.org)

*The Jacksonville Humane Society has served the community since 1885. JHS 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!*