



Third-Party Events Agreement

*All requests must be submitted a minimum of one month prior to the date of your event.

CONTACT INFORMATION:

Date Submitted: _____

Event Name: _____

Organization Name: _____

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____

Company Website (if available): _____

Company Social Media Handles (if available): This is for a THANK YOU POST

Facebook _____

Instagram _____

LinkedIn _____

GENERAL EVENT INFORMATION:

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

Date(s): _____ Event Run Time: _____ am/pm

Location & Address: _____

Is this event open to the public? Yes / No

Anything else we should know? _____

FINANCIAL INFORMATION:

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

Ticket Sales/Entry Fee

Donation Drive

Auction

Other:

Will this be an annual event? Yes / No

(we understand dates will vary, but will note Month for future planning)

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 on a rare occasion, if available. 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.

JHS is unable to:

- Provide mailing lists
- Pay for any costs associated with your event
- Send a JHS-generated e-mail or mailing 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 JHS to purchase a booth
- 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
events@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!*

Office Use Only: _____ Emailed _____ Approved _____ Denied _____ TY Ack. _____ Posted
Comments: