

HAPPY TAILS FUNDRAISING FRIENDS, THIRD PARTY AGREEMENT

Please contact Happy Tails Animal Shelter, prior to hosting any event. Thank you for hosting an event on behalf of Happy Tails Animal Shelter (HTAS). Please read the guidelines below and submit the completed form, prior to hosting your event. If you have any questions, please call us at 585-396-4590.

GUIDELINES

- All third party events must complete a third party event agreement form and submit the form for approval, prior to the event
- All publicity (including but not limited to promotional material and media release) must be approved by HTAS prior to distribution
- HTAS logo may not be used unless permission has been granted to the third party by HTAS>
- It is the responsibility of the third party event organizer to obtain any necessary permits, licenses and insurance for the event
- All funds from the event, must be submitted to HTAS within 30 days of the event completion
- HTAS will not assume any legal or financial liability for the event
- HTAS is not responsible for any damage, accidents to persons or property for the event
- If the event is canceled, or the date changed, please notify HTAS at least a week, prior to the original date
- The third party is responsible for communicating to sponsors, participants and the general public that the HTAS is not conducting the event, but is to benefit from the event

HAPPY TAILS ANIMAL SHELTER CAN PROVIDE THE FOLLOWING

- A Listing of your event on our website, quarterly newsletter and face book page
- A letter that validates the authenticity of the event/organizers, from the date it is approved until the event is finished
- Limited supplies, such as HTAS banner, brochures, coin boxes, etc
- Event Planning Advice
- Attendance of a HTAS volunteer (when available)

HAPPY TAILS ANIMAL SHELTER CANNOT PROVIDE

- Funding or reimbursement for event expenses
- Donor or sponsor lists
- Advertising or promotion (other than our website and face book page)
- Guaranteed attendance of a representative
- Application for gaming licenses (eg. Bingo, raffles, 50/50 draws)
- Prizes, auction items, awards
- Volunteers for the event