

Special Event Proposal and Agreement



SPCA of Central Florida
Your local Humane Society... saving pets since 1937!

Date of proposed event

Name of proposed event

Name of company, group or individual, proposing this fund-raiser.

Business category of sponsoring organization.

Address (Street)

(City)

(Zip)

Contact person

Phone number


Email address

- I/we understand we are obligated to comply with federal, state and local laws governing charitable fundraising and assume full responsibility for adhering to those requirements.
- I/we agree to assume responsibility for any licenses, permits or site contracts and certify the site will be accessible to people with disabilities. (Proof of permits/site contracts must be presented to the SPCA of Central Florida 30 days prior to the event.)
- I/we agree to assume responsibility for liability insurance and will include the SPCA of Central Florida as co-insured. (Proof of liability insurance must be presented to the SPCA of Central Florida 30 days prior to the event.)
- I/we understand the SPCA of Central Florida should be the only designated beneficiary of this event.
- I/we understand all materials, print and electronic, using the SPCA logo or name must be presented for approval at least five (5) business days prior to printing or release.
- I/we understand the promotional materials used for this event must clearly disclose what portion of the donation will be given to the SPCA of Central Florida.
- I/we understand we assume all costs of this event and those costs will not exceed 25% of the gross amount raised.
- I/we understand we do not have the authority to open any account, banking, commercial or on-line (including but not limited to Pay Pal, eBay, etc.) in the name of the SPCA of Central Florida.
- I/we agree to forward all funds and a financial accounting of the event to the SPCA of Central Florida within 10 days of the event.

\$ _____
Anticipated gross revenue

\$ _____
Anticipated expenses

\$ _____
Anticipated net to SPCA of Central Florida

 What percentage of the ticket price, entrance fee or sales of merchandise will be given to the SPCA of Central Florida?

_____ %

Give a *brief* description of the proposed fund-raiser, how it will be marketed and managed, and specify how the SPCA logo and name will be used.

Location of event/activity (include city, county, state or geographic area covered)

Has the sponsoring organization sponsored similar events? For whom? Please list name, address and phone number of the last beneficiary and the individual representing that beneficiary.

Gross revenue of most recent event: \$ _____ Net revenue of most recent event: \$ _____

The SPCA of Central Florida is the owner of certain federal registered service marks. In consideration for the agreement of the sponsoring organization, SPCA of Central Florida grants a nonexclusive license to the sponsoring organization to use the marks in publicity documents only for the proposed event/fund raiser. Each proposed event/fund-raiser will have specified beginning and ending dates. The license shall terminate according to those dates. Prior agreement with the SPCA of Central Florida does not guarantee future agreements or considerations. The sponsoring organization shall not alter or modify the marks nor shall it grant any sublicense to any other person, organization or entity.

The sponsoring organization understands and agrees that all publicity and advertising for this proposed event must be approved by the SPCA before it is released, printed, etc. and that no publicity may be released until the SPCA of Central Florida has returned to the sponsoring organization the approved copy of this special event proposal form and agreement. Such approval authorizes naming the SPCA of Central Florida as beneficiary of this proposed event.

The sponsoring organization further agrees to indemnify and hold harmless the SPCA of Central Florida from claims of any nature whatsoever, arising out of or in any way related to, the proposed event. Nothing in this proposal form shall be construed to authorize the sponsoring organization, or any employee or representative of the sponsoring organization, to act as an agent of the SPCA of Central Florida.

The SPCA of Central Florida thanks your organization for proposing this event to benefit our shelters and programs.

Authorized official of sponsoring organization: _____ (Please print)

Signature _____ Title _____ Date _____

Agreement valid only with authorized signature from the SPCA of Central Florida.

Please return this form to:
SPCA of Central Florida
Attn: Phil Deal, Director of Development
2727 Conroy Road
Orlando, FL 32839
Tel: 407-248-1740 Fax: 407-352-2070
Phil@OrlandoPets.org

For SPCA use only:
Approved: _____
Title: _____
Date: _____
SE# _____ R0808