



Community Event Agreement Form

Thank you for your interest in supporting Rapahope. Please submit this form at least 1 month prior to your event. This application must be approved each year by Rapahope prior to publicizing or holding the event.

We ask that you please read the Rapahope Community Event Guidelines prior to filling out the application and contact the Camp office with any questions.

Please submit this application to:

Rapahope, Attn: Melissa McNichol
P.O. Box 1427 Mobile, AL 36633

Or by email to:

info@camprapahope.org

Event Organizer Contact Information

** Indicates Response Required*

* First Name:

*Last Name:

Organization Name (if applicable):

* Address:

* City:

* State:

* Postal Code:

* Phone

Business

Home Cell

Phone (day of event):

Business

Home Cell

* Email:

Additional Contacts/Committee:

(please list)

Event Information

* Name of Event:

* Event Description (include how to participate or register for your event):

* Event Date(s):

* Event Location

(include address)

* Time of Event

* Including this year, how many years have you held this event in support of Rapahope?

Event Publication and Promotional Material

Please note that Rapahope must approve all promotional materials and use of the Rap-A-Hope logo

* How will you publicize your event?:

(Please forward any publicity materials prior to printing for approval):

Website URL (if applicable):

* Would you like to be listed under the Upcoming Events Section on the Rapahope Website:

Yes No

Requested Items for Event:

Please arrange to pick-up your items at the Rapahope office

Please note that if you require a banner, it must be returned to the Rapahope office upon completion of the event

- Banners Camp Store Items Photo Backdrop
 Brochures Donation Envelopes

Rapahope Involvement

****Please note that we will make every effort to have a Rapahope representative at your event if requested, but we cannot always guarantee attendance of staff or volunteers****

*** Rapahope Rep Requested?:**

Yes No

*** Dress Code:**

*** Rapahope Rep(s) Role:**

*** Will the Rapahope Rep(s) be requested to speak at the event?**

Yes No

Requested length of speech:

Will wifi be available to play a video?

Yes No

*** Time of Rapahope Rep(s) Arrival:**

*** Length of Time Required:**

Additional Information

Please note that the following events are regulated by the Internal Revenue Service (IRS). (Bingos, Raffles, Monte Carlos/Casinos, 50/50 Draws and Alcohol Permits)

Please allow at least 10 weeks to process liquor or gaming applications, which fall under the community event organizers responsibility.

*** Does your event require liquor or gaming licenses?**

Yes No

If yes, please notify the Rapahope office if you are applying for liquor or gaming applications.

*** Does your event require event insurance or any special insurance?**

Please note, the policy should be in the name of the event organizer and Rapahope should be listed as an additional insured.

Yes No

If yes, please notify the Rapahope office if you are applying for event insurance or special insurance.

Additional Notes/Comments:

Projected Event Budget

Please note that we realize these figures are **estimates**. Please use your best guess; we will not hold you to these numbers. This is meant to be a tool to help you determine your fundraising goals. Depending on the nature of your event, some expenses may or may not apply.

All event costs must either be paid directly by the organizer or come out of the event proceeds.

In order for Rapahope to issue tax receipts for your event, you must complete the proposed budget as well as provide a full accounting after your event. Please discuss this with your Rapahope contact to learn more about IRS Guidelines.

Projected Income:

Sponsorship

Registration Fees

Donations

Auction Items

Other (please make a note of what this is in the budget comments section)

* Total Projected Income

Projected Expenses:

Venue Rental

Food & Beverage

Printing (tickets, posters, etc.)

Advertising

Other (please make a note of what this is in the budget comments section)

* Total Projected Expenses

* Net Revenue to Rapahope

Event Agreement

By checking the box below, I agree that all publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by Rapahope prior to being printed, released, etc. Rapahope shall have the right at any time and for any reason to request in writing that the Third Party cease use of the Rapahope logo in connection with the event and the Third Party shall use its best efforts to comply with such request.

It is understood that Rapahope in no way endorses any products or services used in connection with the event and shall not be held liable for any damages, costs, injury to the person or property or any other loss from the event. Rapahope will not be held liable for any financial losses incurred by the event.

The Third Party will indemnify, defend and hold Rapahope harmless from all claims, causes of action and damages of any kind arising out of or in connection with the community event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of or in connection with the event.

This event in no way represents a joint venture or partnership. All proposals for cause marketing must be accompanied by a full business plan.

I have spoken to a Rapahope Representative about tax receipting and the IRS Guidelines as it relates to the planning of this event. I have read and understood the Rapahope Community Event Guidelines as well as my role as an event organizer.

Tax receipts will not be issued unless you have discussed your event with a Rapahope representative. Please note that a full event accounting is required before tax receipts can be issued.

I agree to the above Event Agreement

PROPOSED BY:

APPROVED BY:

Signature of event organizer

Signature of authorized representative of Rapahope

Print Name

Print Name

Title

Title

Date

Date