



Third-Party Events Contract

CONTACT INFORMATION:

Date Submitted: _____
Organization Name: _____
Contact Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
E-mail: _____
Company Website: _____

GENERAL EVENT INFORMATION:

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

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

PAST EVENTS:

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

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

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"/> Giveback (% of sales) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Other: | % donated to JHS: _____ |
| <input type="checkbox"/> Drawing | | |

MARKETING AND PROMOTIONS:

Typically, third-party events manage 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, but rather to benefit.

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 logo guidelines.

JHS PRESENCE:

Due to the large number of third-party events organized on behalf of JHS, staff cannot provide support to plan and promote events. Staff and animals are not guaranteed to attend a third-party event. Requests for such a presence will be handled on a case-by-case basis.

JHS is unable to:

- Provide mailing lists
- Pay for any costs associated with your event
- Promote an event
- Ensure attendance at your event

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
- Events that result in the sale, auction, or raffling of animals
- Events associated with businesses/individuals who conduct themselves in a manner incompatible with the JHS mission

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: _____

Date: _____

Please return your completed form to:

ATTN: Courtney Partin

8464 Beach Boulevard

Jacksonville, FL 32216

904.493.4565

CPartin@jaxhumane.org

Thank you for your support of the Jacksonville Humane Society!

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!

Your gift is tax deductible. An acknowledgement of a donation or donated goods is available upon request, appropriate mailing address or email is required.

