



## Third Party Event Submission Form

Thank you for choosing West Place Animal Sanctuary (“WPAS”) for your event. Your support, and that of your event attendees, enables us to continue our lifesaving work.

### **Please review these guidelines as you plan your event:**

#### What is the relationship between my event and WPAS?

- You are a non-affiliated individual or group.
- WPAS has no fiduciary responsibility and no staff involvement. WPAS employees, independent contractors, volunteers and board members are not responsible for any injuries, damage or theft sustained during the event and cannot assume any type of liability for your event, participants, volunteers or employees. We cannot provide liability insurance or coverage for your event.
- Your event will be promoted in a manner to avoid statement or appearance of WPAS endorsing any product, firm, organization, individual, or service.  
How can I/we get started?  
Submit an easy application. After the application is approved, it becomes an agreement regarding expectations.
- Please submit the application prior to your event to allow time for approval.
- Reasons for denial of an application may include, but not limited to if does not support the mission of West Place Animal Sanctuary or it is considered unethical or inappropriate.  
What are my/our responsibilities for an event?
- Obtaining all permits required by law.
- Obtaining your own liability insurance to cover your event if applicable.
- Execute your event.
- You can collect donations in person and on-line by setting up your campaign on a site like [www.generosity.com](http://www.generosity.com). It's fast and free and will enhance your results.

#### How will West Place Animal Sanctuary be involved?

WPAS will provide you with our official logo, and if you so choose we can provide our brochures, stickers, volunteer information, email sign-up for our newsletter, our QR code for easy access to our website at your event.

#### What happens after the event?

We ask that all donations be provided to WPAS within 30 days of your event.



**Community Event Organizer Information**

_____	_____	_____	
<i>Full Name</i>	<i>Phone</i>	<i>Today's Date</i>	
_____	_____	_____	_____
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
_____	_____		
<i>Business Affiliation (if applicable)</i>	<i>Website (if applicable)</i>		

**Event Information**

_____	_____	
<i>Event Name</i>	<i>Type of Event</i>	
_____	_____	_____
<i>Event Address/Location</i>	<i>Event Date</i>	<i>Event Time(s)</i>

*Event Description: (Please include how you plan to promote your event & list planned fundraising activities - raffles, etc.)*

_____	_____	_____
<i>Estimated Event Revenue (\$)</i>	<i>Estimated Donation (\$)</i>	<i>Estimated # Participants</i>



## Third Party Event Agreement

I, \_\_\_\_\_, have read and understand the accompanying guidelines. I hereby agree to abide by the aforementioned guidelines and provisions, and provide all requested information in the manner and time frame described. I also agree that WPAS is not responsible for any expenses, losses, claims or damages resulting from the fundraising event.

\_\_\_\_\_  
*Event Organizer - Print Name*

\_\_\_\_\_  
*Event Organizer - Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*West Place Representative - Print Name*

\_\_\_\_\_  
*West Place Representative - Signature*

\_\_\_\_\_  
*Date*

**Please return completed and signed contract via mail, email or fax:**

West Place Animal Sanctuary  
ATTN: Wendy Taylor, Executive Director 3198 Main Road  
Tiverton, RI 02878 [fundraising@westplace.org](mailto:fundraising@westplace.org)  
fax: 401-625-1425

### Charitable Tax Receipting Information

- WPAS will issue receipts for any documented donation, issued to that individual or corporation. We require name, address and email.
- Goods and services not eligible for a donation receipt include purchase of items such as raffle or lottery tickets, admission tickets, golf green fees, and the cost of donated services.
- If you require donation receipts to be issued to participants in your event, we ask that you include the WPAS tax identification number (14-2005606) on all your publicity and that you state "tax receipts will be issued for donation of \$10 or more, upon request." After the event, please provide WPAS with a list of names, full addresses, email addresses and the amount of each gift received by every individual.
- Corporations or businesses that agree to sponsor your event will receive an invoice and thank you letter from WPAS that will enable them to claim the full amount of the sponsorship.
- For events such as dinners, auctions or golf tournaments, a tax receipt may be issued for the entry fee less the "cost per person to put on the event." Please note the cost may not exceed 80% of the entry fee.