

Third Part Activities and Events

- ____-a-Thons: bowl, walk, run, bike, dance, swim
- Auctions: donated goods, art, handmade products, etc.
- Arts and Crafts Shows
- Birthday Parties or Personal Celebrations
- Car Washes
- Church or Community Neighborhood Donation Drive
- Galas
- Garage & Yard Sales
- Theme Parties
- Ticket Sales, Raffles and Entry Fees
- Raise money by creating a webpage for a specific Wesley program or project with your friends, family and co-workers
- School Events: raise a certain amount to make your teacher/principal do something unusual
- Sporting Events and Tournaments
- Denim Friday
- Bake Sale

Guidelines

The third-party event hosts are responsible for all aspects of the event, including organizing, funding, planning, promoting, managing and staffing. Wesley Community Center is unable to provide assistance that would require resources from our organization. (For instance, we cannot pay for any event-related costs, provide mailing lists, send e-mail blasts or direct mail promoting the event, ensure attendance, etc.) Requests for Wesley staff to attend your event are handled on a case-by case basis and cannot be guaranteed. Wesley staff cannot assist in coordinating these events, but may be able to attend if advanced notice is given.

Upon approval, you may, in most instances, use the Wesley Community Center name and logo. Wesley Community Center must pre-approve all flyers, press releases, publications and any other event promotional materials. All materials must clearly indicate that the event is not sponsored by Wesley Community Center.

If you should need additional information, please contact Janice Colburn, Community Outreach Coordinator at 713-821-8907 or jcolburn@wesleyhousehouston.org

**WESLEY COMMUNITY CENTER
THIRD PARTY EVENT APPLICATION FORM**

DATE OF APPLICATION: _____

CONTACT PERSON INFORMATION:

Name of Individual/Organization/Company hosting the event:

Contact Name: _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Fax Number: _____

E-mail Address: _____

EVENT INFORMATION

Event Name: _____

Event Day, Date and Time: _____

Event Location: _____

Describe the event (attach any additional pages).

Please outline the following:

Event Objective(s)

Advertising and Promotion Strategies

Office use only:

Approved: _____
Name Date

Invitation/Flyer/Marketing approval: _____
Name Date

Notes: _____

**WESLEY COMMUNITY CENTER
THIRD PARTY EVENT WAIVER**

Name of Event: _____ (the "Event")

_____,
(Third party individual/organization/company) ("Sponsor") intends to conduct a fundraiser to benefit Wesley Community Center.

The Sponsor understands Wesley Community Center (WCC) is a non-profit organization and has not allocated a budget for this event. The Sponsor accepts all responsibilities for the event including expenses incurred in connection with the event and any other liabilities related to the event or to the actions or inactions of the Sponsor. Income generated by the event may be used to cover reasonable expenses before proceeds are given to WCC. Requests for Wesley staff to attend your event are handled on a case-by case basis and cannot be guaranteed. Wesley staff cannot assist in coordinating these events, but may be able to attend if advanced notice is given.

I understand that my budgetary responsibilities should be completed promptly after the event and that my donation to WCC needs to be received within 30 days after the event. Should the event generate less income than the cost of the event, WCC will not be responsible for any shortfall. The Sponsor has reviewed and agrees to abide by the terms and conditions of Wesley Community Center *Third Party Events Policy*.

The Sponsor hereby agrees to RELEASE, INDEMNIFY and SAVE HARMLESS WCC and its employees, volunteers, agents, affiliates, officers and directors (the "Indemnified Parties") from and against all liabilities, costs, expenses (including attorney fees and expenses), debts, fines, suits, claims, thefts, damages to property and person, demands, proceedings, investigations, and causes of action (whether in tort, contract, equity or otherwise) relating to or arising from the Event.

Signature/Title

Date

Representative of Sponsor or Organization
(printed name)

Acknowledged:

Signature Wesley Community Center

Date