Third Party Event Agreement

What is a Third Party Event?
We love third party fundraising events!! VHLA needs financial support to continue our mission dedicated to research, education, and support to improve awareness, diagnosis, treatment, and quality of life for those effected by VHL. Every dollar helps! A third party fundraising event is any fundraising activity by a non-affiliated group or individual where VHLA has no fiduciary responsibility and little or no staff involvement. This agreement is designed to help us better understand your event, to make clear expectations on both sides, and to prepare us to assist you as we are able. Please review the following information carefully, sign, and return to VHLA office at least 2 weeks before the event. Do not hesitate to contact us should you have questions or concerns. We look forward to working with you!

Guidelines:
- All third party events must be in line with our mission.
- Any information you distribute, publish, or send out using the VHLA name or logo must be reviewed prior to distribution.
- We love our supporters so we strive to ensure their privacy (including you!) so we are unable to provide donor or sponsor lists, nor are we able solicit sponsorship revenue on your behalf for your event.
- If organizing a big event, please check with your city to make sure that you don’t need permits or other paperwork to host it!
- VHLA is not financially liable and has no financial responsibility for the promotion, planning, or execution of third party events.
- All monies raised in the name of the VHL Alliance will be submitted to the organization.
- In order to fulfill our own accounting requirements, we request that you provide us the event proceeds within 30 days after the conclusion of the event/fundraiser. All checks should be made out to the VHL Alliance (VHLA).

The VHL Alliance may be able to provide:
Already published materials, such as flyers, newsletters, etc.
Attendance and support at the event, pending location and staff availability (please let us know if this is of interest to you).
**Event Questions**

After you have reviewed the above guidelines, please complete the following questions designed to provide more information about the type of fundraiser/event you are interested in planning. Please submit the completed form prior to any planning of the event. Once the application has been submitted, we will review it and let you know when we’ve got it on our calendar and you are good to go! Thank you again for your support of the VHL Alliance!

1. Name of the event/fundraiser

2. One time or annual event?

3. Date, time, location

4. Is VHILA the sole beneficiary of the event? If not, please list others.

*By signing this document, you understand that the VHL Alliance is not liable to any party or vendor for any fees, costs, or payments of any kind, and you agree to indemnify and hold harmless the VHL Alliance against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this agreement.*

Signature: _______________________________ Date: ____________

Printed Name: ____________________________________________