



## Ryan House Third Party Application

Thank you for your interest in hosting an event to benefit Ryan House. We are grateful for the generous support of our community. Please fill out and email your completed form to [rhevents@ryanhouse.org](mailto:rhevents@ryanhouse.org). Once reviewed and agreed upon the form will be signed by the Ryan House staff.

Name of Sponsoring Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

Please provide a brief description with details on the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date(s) and time(s): \_\_\_\_\_

Please provide method of raising funds (including sponsorships, fees charges, donations, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT PUBLICITY**

Will you be advertising or publicizing this activity? \_\_\_ Yes \_\_\_ No

If yes, who will be handling these tasks? Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*Please note that any press releases that mention Ryan House must be approved through Ryan House PR Department.*

Please provide us any Social Media Sites:

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_ YouTube: \_\_\_\_\_

Other: \_\_\_\_\_

Anticipated date of your donation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please circle one:    Check Presentation                      Mail Donation

## **GUIDELINES & POLICIES**

- ♥ The individual, company or organization offering to raise funds for Ryan House agrees to respect the name and mission of Ryan House and shall not make any misrepresentations or statements that could have a negative impact on the Ryan House name, good will and organization.
- ♥ Ryan House **must review and approve** all promotional materials including press releases, public service announcements, scripts, poster, invitations, invitation list, etc., **before** they are printed and/or distributed.
- ♥ Ryan House cannot sponsor or endorse products.
- ♥ Printed materials should state the "Proceeds will benefit Ryan House" or what is determined by the donor, a percentage of sales, etc.
- ♥ A representative from the Ryan House Board or staff may be available to attend the fundraising event, but no assurances can be made.

- ♥ If circumstances warrant, Ryan House reserves the right to withdraw from the event at any time. It is hereby agreed to release Ryan House, its officers, directors and employees from any and all liability and connection to any such action.
- ♥ Upon application approval, Ryan House will help promote the event through its website and/or e-newsletter, but no assurances can be made.
- ♥ **Operations and Costs.** The parties acknowledge and agree that, except as specifically provided herein to the contrary, the hosting organization/group will be solely responsible for all operational aspects of the event including, but not limited to, the safe and lawful conduct of the event and ensuring that the event is conducted in a professional manner befitting the parties' respective outstanding public images. The hosting organization or group shall be solely responsible for all costs and expenses associated with the event.
- ♥ **Promotion:** The hosting organization/group may promote the event in the manner and to the extent agreed upon in advance with the Ryan House contact. All promotional and sales materials advertising the event must state the exact amount of all monies that will be donated to Ryan House in clear, unambiguous and readily identifiable fashion.

We look forward to a successful and mutually prosperous relationship as we work together to support the needed programs and services of Ryan House. If you have any questions or comments, please do not hesitate to contact us.

Signing below indicates you agree to the guidelines and policies listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

For Ryan House use only:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature