

Camp Ta-Kum-Ta's Community Event Agreement Form

Thank you for your interest in supporting Camp Ta-Kum-Ta. Please submit this form at least **1 month** prior to your event. This application must be approved each year by Camp Ta-Kum-Ta prior to publicizing or holding the event.

We ask that you please read the **Camp Ta-Kum-Ta Community Event Guidelines** prior to filling out this form.

Please submit this by mail to **Camp Ta-Kum-Ta, Attn: Events, PO Box 459, South Hero, VT 05486** or by email to dan@takumta.org

Event Organizer Contact Information

*** First Name:**

*** Last Name:**

Organization Name (if applicable):

*** Address:**

*** City:**

*** State:**

*** Postal Code:**

*** Phone (day):**

☐ Business

☐ Home

☐ Cell

Phone (evening):

☐ Business

☐ Home

☐ Cell

Phone (day of event):

☐ Business

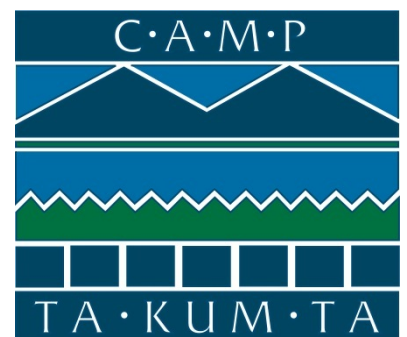
☐ Home

☐ Cell

*** Email:**

Additional Contacts/Committee:

(please list)



Event Information

* Name of Event:

* Event Description (include how to participate or register for your event):

* Event Date(s):

* Event Location

(include address)

* Time of Event

* Including this year, how many years have you held this event in support of Camp Ta-Kum-Ta?

* Indicates Response Required

Event Publication & Promotional Materials

****Please note that Camp Ta-Kum-Ta must approve all promotional materials and use of the Ta-Kum-Ta logo****

* How will you publicize your event?:

(Please forward any publicity materials prior to printing for approval):

Website URL (if applicable):

* Would you like to be listed under the Upcoming Events Section on the Ta-Kum-Ta Website:

☐ Yes ☐ No

Requested Items for Event:

****If possible, please arrange to pickup your items at the Ta-Kum-Ta office****

****Please note that if you require a banner, it must be returned to the Ta-Kum-Ta office upon completion of the event****

☐ Banner

☐ Brochures

☐ Camp Ta-Kum-Ta DVD

☐ Donation Envelopes

☐ Yearbooks

☐ Stickers

Camp Ta-Kum-Ta Involvement

Please note that we will make every effort to have a Ta-Kum-Ta representative at your event if requested but we cannot always guarantee attendance of staff or volunteers

*** Ta-Kum-Ta Rep Requested?:**

☐ Yes ☐ No

*** Dress Code:**

*** Ta-Kum-Ta Rep(s) Role:**

*** Is there a speaking opportunity?**

☐ Yes ☐ No

Requested length of speech:

*** Time of Ta-Kum-Ta Rep(s) Arrival:**

*** Length of Time Required:**

*** Will you show the camp DVD?**

☐ Yes ☐ No

Additional Information

Please note that the following events are regulated by the Internal Revenue Service (IRS). (Bingos, Raffles, Monte Carlos/Casinos, 50/50 Draws and Alcohol Permits)

Please allow at least 10 weeks to process liquor or gaming applications, which fall under the community event organizers responsibility.

*** Does your event require a liquor or gaming license?**

☐ Yes ☐ No

If yes, please notify the Camp Ta-Kum-Ta office if you are applying for liquor or gaming applications.

*** Does your event require event insurance or any special insurance?**

Please note, the policy should be in the name of the event organizer and Camp Ta-Kum-Ta should be listed as an additional insured.

☐ Yes ☐ No

If yes, please notify the Camp Ta-Kum-Ta office if you are applying for event insurance or special insurance.

Additional Notes/Comments:



Projected Event Budget

Please note that we realize these figures are **estimates**. Please use your best guess; we will not hold you to these numbers. This is meant to be a tool to help you determine your fundraising goals. Depending on the nature of your event, some expenses may or may not apply.

All event costs must either be paid directly by the organizer or come out of the event proceeds.

In order for Camp Ta-Kum-Ta to issue tax receipts for your event, you must complete the proposed budget as well as provide a full accounting after your event. Please discuss this with your Ta-Kum-Ta contact to learn more about IRS Guidelines.

Projected Income:

<input type="text"/>	Sponsorship
<input type="text"/>	Registration Fees
<input type="text"/>	Donations
<input type="text"/>	Auction Items
<input type="text"/>	Other (please make a note of what this is in the budget comments section)
<input type="text"/>	* Total Projected Income

Projected Expenses:

<input type="text"/>	Venue Rental
<input type="text"/>	Food & Beverage
<input type="text"/>	Printing (tickets, posters, etc.)
<input type="text"/>	Advertising
<input type="text"/>	Other (please make a note of what this is in the budget comments section)
<input type="text"/>	* Total Projected Expenses
<input type="text"/>	* Net Revenue to Camp Ta-Kum-Ta



Event Agreement

By checking the box below, I agree that all publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by Camp Ta-Kum-Ta prior to being printed, released, etc. Camp Ta-Kum-Ta shall have the right at any time and for any reason to request in writing that the Third Party cease use of the Camp Ta-Kum-Ta logo in connection with the event and the Third Party shall use it's best efforts to comply with such request.

It is understood that Camp Ta-Kum-Ta in no way endorses any products or services used in connection with the event and shall not be held liable for any damages, costs, injury to the person or property or any other loss from the event. Camp Ta-Kum-Ta will not be held liable for any financial losses incurred by the event.

The Third Party will indemnify, defend and hold Camp Ta-Kum-Ta harmless from all claims, causes of action and damages of any kind arising out of or in connection with the community event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of or in connection with the event.

This event in no way represents a joint venture or partnership. All proposals for cause marketing must be accompanied by a full business plan.

I have spoken to a Ta-Kum-Ta Representative about tax receipting and the IRS Guidelines as it relates to the planning of this event. I have read and understood the Camp Ta-Kum-Ta Community Event Guidelines as well as my role as an event organizer.

Tax receipts will not be issued unless you have discussed your event with a Ta-Kum-Ta representative. Please note that a full event accounting is required before tax receipts can be issued.

☐ I agree to the above Event Agreement

PROPOSED BY:

Signature of event organizer

Print Name

Title

Date

APPROVED BY:

Signature of authorized representative of
Camp Ta-Kum-Ta

Print Name

Title

Date

