



Third Party Events Terms and Conditions

For Third Party Events held on behalf of the Epilepsy Foundation Eastern Pennsylvania

Please read and sign below to indicate your understanding of these terms and conditions:

This is a letter of agreement between the Epilepsy Foundation Eastern Pennsylvania and

_____ ,
(Third Party)
who wishes to organize a special event (Third Party Event) with proceeds going to the Epilepsy Foundation Eastern Pennsylvania (EFEPA).

1. The EFEPA will not cover expenses or assume any legal or financial liability associated with the Third Party Event. Expenses should be covered by Third Party and reimbursed by revenue raised during event. This said expenses need to be kept to 25% of gross revenue of event. Exceptions may be made on a case-by case basis.
2. The EFEPA authorizes the Third Party use of its name and logo in communications to the media upon obtaining prior approval from the EFEPA.
3. The Third Party is required to obtain all necessary permits and insurance associated with the event and for the specific event location.
4. The EFEPA is not responsible for any accidents or damage to persons or property that may occur during the course of the event. If accidents or damages do occur the insurance the Third Party obtained will be used.
5. Net Proceeds from the Third Party Event together with all related financial reports must be remitted to the EFEPA within 45 days of the event. The EFEPA retains the right to verify the financial reports.
6. Any written, printed, promotional, or web materials created require prior approval from the EFEPA before production and distribution. This includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, websites, merchandise, etc.
7. The EFEPA negotiates with many different financial underwriters and sponsors for our own events. We require all Third Parties to inform us of any sponsors you have or any efforts made to recruit financial underwriters/sponsors. This will ensure that there is not duplication of efforts when it comes to working on financial underwriting and sponsorships.
8. All sporting events require that participants sign waiver forms, waiving any physical, personal, or financial liability and hold EFEPA harmless.
9. While the EFEPA is able to provide guidance for your event, we do not have the personnel to handle administrative and planning tasks of Third Party Events. These tasks may include distributing invitations, compiling RSVP's and donations, selling tickets, contacting vendors, printing, etc.
10. If the EFEPA has serious concerns about the way that the event is being implemented and such concerns are not immediately addressed, the EFEPA can cancel this agreement by giving the Third Party 24 hours notice. The EFEPA is not responsible for financial or other damages that may result from such cancellation.

For Foundation Use ONLY

Date Approved: _____ Approved by: _____

Name of Applicant: _____

Company Name (if appropriate): _____

Date submitted: _____

Signature: _____

Event Name: _____ **Event Date:** _____

Please complete and return to the
Epilepsy Foundation Eastern Pennsylvania, 919 Walnut Street, Suite 700, Philadelphia, PA 19107
For questions please call Allison McCartin at 215-629-5003 x105

For Foundation Use ONLY Date Approved: _____ Approved by: _____
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