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 (EF EPA).

1. The EF EPA 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 EF EPA authorizes the Third Party use of its name and logo in communications to the media upon obtaining prior approval from the EF EPA.

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 EF EPA 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 EF EPA within 45 days of the event. The EF EPA retains the right to verify the financial reports.

6. Any written, printed, promotional, or web materials created require prior approval from the EF EPA before production and distribution. This includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, websites, merchandise, etc.

7. The EF EPA 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 EF EPA harmless.

9. While the EF EPA 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 EF EPA has serious concerns about the way that the event is being implemented and such concerns are not immediately addressed, the EF EPA can cancel this agreement by giving the Third Party 24 hours notice. The EF EPA 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 Missy Dolaway at 215-629-5003 x107

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