



# BECAUSE ANIMALS MATTER

PO BOX 213 • 44 W STATE ST.

HURRICANE, UT 84737

435.773.5209 • 435.635.4463

BAMutah.com

## THIRD-PARTY EVENTS CONTRACT

*All requests must be submitted a minimum of two weeks prior to the date of your event.  
We will do our best to aid in your event advertising and requests as possible.*

### CONTACT INFORMATION

Organization Name (if applicable): \_\_\_\_\_

Event Name (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website (if applicable): \_\_\_\_\_

### GENERAL EVENT INFORMATION

Event Description (please include how it will benefit BAM): \_\_\_\_\_  
\_\_\_\_\_

Location & Address: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Set-up Time (if required): \_\_\_\_\_

Indoor Event     Outdoor Event

Rain plan for outdoor event: \_\_\_\_\_

List any special instructions if you are requesting BAM representative assistance (parking, passes to enter, etc.): \_\_\_\_\_  
\_\_\_\_\_

Is this event open to the public?     Yes /     No

## PAST EVENTS

Have you helped with or hosted a fundraiser event for BAM previously?  Yes /  No

If yes, briefly describe the event and how it benefitted BAM: \_\_\_\_\_

How much money was raised? \_\_\_\_\_

## FINANCIAL INFORMATION

In an effort to assist you in the production of a successful event, please indicate how you will generate revenue for BAM:

Ticket Sales/Entry Fee                       Donation Drive                       BAM will sell merchandise  
 Auction                       Drawing                       Crowdfunding site: \_\_\_\_\_

If generating income through Ticket Sales/Entry Fee, please indicate what percentage will be donated: \_\_\_\_\_

Anticipated event revenue: \_\_\_\_\_

Will this be an annual event  Yes /  No /  Dates will vary

## BAM INVOLVEMENT

Due to the number of BAM-organized events we manage, and being an all-volunteer organization, volunteers cannot provide support to plan and promote events. BAM representatives and animals may be able to attend a third-party event. Requests for such a presence will be handled on a case-by-case basis and cannot be guaranteed. If you would like to request such, please provide as much detail as possible about your preferences and requirements and we will make every attempt to meet your request.

BAM volunteer activities include: (check all that apply)

- Distributing general information
- Promoting BAM events
- Selling BAM merchandise
- Collecting donations
- Serving food and drink
- Processing payment for event
- Other, please describe: \_\_\_\_\_

Please indicate the items you would like BAM to provide for your event: (check all that apply)

- Tent(s)
- Folding table(s)
- Chairs
- Merchandise
- Furry ambassador (volunteers' pets, not BAM adoptable animals)
- Other, please describe: \_\_\_\_\_

BAM is unable to:

- Provide mailing lists
- Pay for any costs associated with your event
- Send a BAM-generated email, or mailing to promote an event
- Ensure attendance at your event

## MARKETING AND PROMOTIONS

Typically, third-party events do their own promotions. Upon approval you may, in most instances, use the BAM name and logo. BAM must pre-approve all promotional materials before distribution, including — but not limited to — fliers and news releases. All materials must clearly indicate that the event is not sponsored by BAM.

Once approved, the contact person listed above will receive the appropriate BAM logo files by email. It is important that the BAM name and logo be used correctly and spelled properly on all advertisement. **Always refer to the organization as Because Animals Matter (not the Humane Society or Shelter).** Please adhere to the following logo guidelines:

- The logo may be reproduced in all black or in all white on a black or equally dark background. For all color print, the color logo should be used.
- The logo cannot be boxed
- The logo must be kept to scale and may not be skewed or stretched to fit odd dimensions.

## THIRD-PARTY APPROVAL

Each third-party event will be considered individually. Generally, the following events will **not** be approved:

- Events located in close proximity to another BAM event
- Events that require BAM to sell, tickets, coupons, etc.
- Events that require significant attendance from BAM staff or volunteers
- Events associated with businesses or individuals known to conduct themselves in a manner not compatible with the BAM mission
- Events that result in the sale, auction, or raffling of animals

I/We hereby understand, agree and submit the following:

**BAM will not assume any legal or financial liability for the above referenced event. I understand that it is the responsibility of the event host(s) to acquire any necessary permissions, use permits, and insurance. Furthermore, we understand and agree that BAM must approve, prior to printing and distribution, any use of its name or logo.**

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Event Coordinator/Contact

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Date

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BAM Representative  
Because Animals Matter

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Date

Thank you for your support of Because Animals Matter!

Please return your completed form by mail, fax or email:

Attn: Third-Party Events  
PO Box 213  
Hurricane, UT 84737  
Fax: 435.635.0348  
[admin@bamutah.com](mailto:admin@bamutah.com)

As a non-profit organization all donations to Because Animals Matter are tax-deductible to the full extent of the law.

All our programs and services are supported through the generosity of foundation support, mission partners, donors, and dedicated volunteers. We do not receive any federal, state or local government funding. Thank you for your support.