

# Fun-Raiser Agreement

The following information must be completed in order to process and schedule your event. Our Fun-Raiser program is a charitable donation program, not a discount. TW Productions LLC (Scream at the Beach's Producer) reserves the right to select the organizations we choose to support. Please complete this form and return it to our TW Productions LLC office at 315 Grand Blvd., Vancouver WA 98661. Your master flyer will be emailed to you within 1-2 weeks, or you can request a printed version for pickup from our office.



Today's Date: \_\_\_\_\_

Benefiting What Organization?: \_\_\_\_\_

Date of Event: (Events are to be set 30 days in advance, Monday–Thursday from 7 p.m. to 10 p.m.) \_\_\_\_\_

## Organization Information

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

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

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

Contact Name & Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Mailing Address of Check: (If other than above)

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

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

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

## IMPORTANT TAX INFORMATION NEEDED:

Organization's Federal Tax I.D. # \_\_\_\_\_

Please check one box below that applies to your organization:

- Recognized by government as a non-profit organization (or authorized sub-group). Please attach a copy of your tax exempt certificate or other official documentation recognizing non-profit status. If your organization is a public school, government agency, church, or local chapter of a national non-profit group, no documentation is required.
- Not recognized by government as a non-profit organization. Please note that you will be required to complete a Tax ID form (W-9) in order for your check to be processed.

## Agreement Terms:

Approval of this agreement is at the sole discretion of TW Productions LLC, Scream at the Beach's Producer. Please note that this agreement must be approved at least three (3) weeks before your scheduled "Fun-Raiser" event. This agreement may be terminated and/or cancelled on thirty (30) day's written notice at anytime during the term of this agreement by either party. The above organization will promote this "Fun-Raiser" event for Scream at the Beach. The proceeds for the event will be \$1.00 for each flyer redeemed. One flyer required per transaction. No other coupons or discounts may be applied. By signing this contract, I understand that all flyers are to be distributed prior to the event, and under no circumstance are flyers to be handed out in the Scream at the Beach parking lot or vicinity. The event traditionally takes place between the hours of 7 p.m. and 10 p.m. unless otherwise approved and noted on the contract by the Event Manager. A check will be mailed to the organization within 1–2 weeks after the event. No guarantees or warranties of any kind are made by either party hereto as to the anticipated success of this event.

The terms above are agreed to and accepted by:

Organization Representative: \_\_\_\_\_ Date \_\_\_\_\_

(Not valid until signed by Organization Representative and Event Manager and returned to Organization's Contact.)

## Agreement Checklist. Did you...

- Check with Event Manager to approve the date?
- Fill out all fields, printing clearly and precisely?
- Select a date at least 30 days in advance?
- Sign the bottom of the agreement?
- Fill out the IMPORTANT TAX INFORMATION section correctly and clearly?

Event Manager's Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TW Productions LLC ♦ 315 Grand Blvd., Vancouver WA 98661-4901 ♦ 360-258-1782**