

Thank you for your interest in planning an event to benefit the Capital Area Humane Society (CAHS)! We are very grateful for the organizations and individuals who help us serve the homeless and abandoned animals of Mid-Michigan. To help ensure your efforts are successful, and to make the best use of our staff resources, we kindly ask that you review our Third Party Event Policy and submit a Third Party Event Request form at least 15 days in advance of your event.

## **Third Party Event Policy**

- The Capital Area Humane Society must approve any event that will be positioned as a fundraiser for CAHS.
- CAHS reserves the right to refuse affiliation with any group or event at any time.
- Third party events and promotions must maintain the integrity of the CAHS brand. In addition, the event and/or
  promotion must maintain public goodwill and trust, and shall be in compliance with all state and federal laws and
  regulations.
- Any use of the Capital Area Humane Society name or logo must be approved in advance of the event. CAHS may not be listed as a co-sponsor without prior permission.
- Event organizers must obtain their own liability insurance to cover the event. CAHS is not financially liable for the promotion and/or staging of third-party events.
- The primary contact must be at least 18-years-old, present at the event, and responsible for meeting the Capital Area Humane Society third party event policy. CAHS will not take a leadership role in the planning or implementation of the event.
- All monetary donations and/or items from the event must be turned over to CAHS within two weeks of event completion.
- All promotions, agreements, contracts, and permits required by City Ordinance or otherwise will be the responsibility of the event's primary contact.

## **Questions? Connect with us!**

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