# Third Party Event Application Form

## Contact Information

Name of Company/Organization/Individual (required)

Subsidiaries involved (if any)

Contact Name (required)

Contact Title

Phone (required)

Email (required)

Street Address

City

State

Zip Code

## Event Information

Proposed Dates of the event/promotion (required)

Description of Event/Promotion (required)

Benefit to the organizer

Benefit to the Rhode Island Community Food Bank (e.g., amount raised, how much visibility we’d get, etc.) (required)
Are there educational opportunities for the RI Community Food Bank to communicate its message?

Yes [ ] No [ ]

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**Financial Information**

Projected minimum amount raised (required) [ ]

Projected maximum amount raised (required) [ ]

Percent of income to be donated (required) [ ]

Estimated budget (required) [ ]

Donation to be sent: (required)

- [ ] Up front
- [ ] In installments throughout the event
- [ ] Within 45 days of the end of the event

Will other organizations receive portions of the income?

Yes [ ] No [ ]

If yes, please indicate which:

- Amount/proportion of income to other organizations:

Will the RI Community Food Bank name/logo be used in any materials or advertisements? (required)

Yes [ ] No [ ]

If yes, how?

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I have read and agree to the Rhode Island Community Food Bank’s Third Party Events guidelines. (required)

Initial here: [ ]

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We recommend that you acquire a license and indemnification agreement signed by both parties, accompanied by a detailed project description, including a budget, promotional objectives, and a minimum guarantee of monies to be provided to the Rhode Island Community Food Bank. The license and indemnification agreement should include mutual hold harmless language and insurance requirements.

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**Signatures**

Organizer [ ]

RICFB Representative [ ]

Organizer Title [ ]

RICFB Representative Title [ ]

Date [ ]

Date [ ]

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For more information about this form, please email Hugh Minor at hminor@rifoodbank.org