

THIRD PARTY SPONSORED EVENT APPLICATION

The UMMS Foundation is responsible for all fundraising activities using the UMMC or UMMS Foundation name(s). For this reason, the following information must be provided to the UMMS Foundation for review and approval before you proceed with event plans.

Please complete and submit this form no less than two (2) months prior to your proposed event to:

UMMS Foundation
Attn: Whitney Krapf
110 S. Paca Street, 9th Floor
Baltimore, MD 21201
410.328.7673
Whitney.Krapf@umm.edu

Date of Application: _____

Name of group/organization: _____

Are you a(n): Employee Group
 Association/Organization/Club
 Corporation
 Other, Please Specify: _____

Please list the main point of contact for your group/organization that is coordinating the event or promotion:

_____ Name	_____ Daytime Phone #
_____ Street Address	_____ Cell Phone #
_____ City/State/Zip	_____ Email Address

Date of Proposed Event: _____ Times of Proposed Event: _____

Location of Proposed Event: _____

Please provide a brief description of the proposed event:

What businesses, individuals or foundations will be approached for underwriting, sponsorship, in-kind giving, or other contributions to your event?

What incentives (if any) will be offered to sponsors for their participation?

Are additional promotional events planned to support the larger event? If so, please provide a description of these events:

Will there be a ticket or admission charge? ____Yes ____No Amount:_____

Expected number of guests:_____

How and where will tickets be sold?

Will the event benefit other organizations? ____ Yes ____ No

If Yes, please provide the names of other organizations:

Percentage of net proceeds to be donated to UMMS: _____ %

Expected donation to UMMS: \$ _____

Please provide any additional details about your event for consideration:

Within sixty (60) days of the completion of the scheduled event, all net proceeds are to be delivered to:

**UMMS Foundation
110 S. Paca Street, 9th Floor
Baltimore, MD 21201**

Thank you for considering an event to support UMMC. All requests will be reviewed by UMMS Foundation representatives and answered in writing within ten (10) business days of receipt of a completed application.

Please complete and submit this form no less than two (2) months prior to your proposed event to:

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Attn: Whitney Krapf
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I have read and agree to abide by and comply with all the terms and conditions in the above third party sponsored event guidelines. I understand that my proposed event is not considered approved until I have received written approval of my application from University of Maryland Medical System Foundation (UMMS Foundation.) I agree to provide the proposed event in accordance with the approved Third Party Sponsored Event Application filed by me and approved by the UMMS Foundation. At no time will the UMMS Foundation or any representative of University of Maryland Medical Center or University of Maryland Medical System be responsible for the cost, planning, or staffing of my event. Either party may terminate this agreement upon at least sixty (60) days prior written notice to the other party. Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party to perform any of its obligations hereunder. The foregoing provision shall survive termination of this agreement. This agreement shall be governed by the laws of the State of Maryland. This agreement may only be amended or modified in writing signed by an authorized representative of both parties.

Event Organizer Signature

Date

Printed Name

Title

UMMS Foundation Representative Signature

Date

UMMS Foundation Representative Printed Name

Title