



## **SPECIAL EVENT GUIDELINES**

### **Third-Party Event Benefiting HoCo Habitat for Humanity**

1. Houston County Habitat aka HoCo Habitat has the right to reject any event solely at its own discretion.
2. The third-party organizers of the event will be solely responsible for all costs, expenses and taxes associated with it. HoCo Habitat will not cover any costs for an event.
3. A minimum guarantee of \$1,000 net is requested for any use of the HoCo Habitat for Humanity logo. A minimum guarantee of less than \$1,000 net gives use of the organization name only. (Example: "Proceeds/ a portion of the proceeds from this event will benefit HoCo Habitat for Humanity"). This statement can be used in promotional materials – website, flyers, posters, etc.
4. The third-party agrees to comply with all laws relating to the promotion and conduct of the event, and to file all appropriate registrations, obtain all permits, releases, consents, licenses and approvals, necessary or desirable for promoting and conducting the event.
5. Organizers must request permission to use HoCo Habitat's logo and obtain a Logo Authorization before using it in any way. Organizers must also seek and obtain approval from HoCo Habitat before printing and/or distributing any invitations, event signage, publications and promotional materials that make reference to the organization. All references to HoCo Habitat should say:
  - Houston County Habitat for Humanity (first reference)
  - HoCo Habitat (subsequent references)
6. The third-party assumes as its sole responsibility any and all liability which may be incurred due to, arising out of, or on account of the event, and agrees to indemnify and hold HoCo Habitat harmless for any and all such liability incurred.
7. Depending on the exact nature of the event, the third party might be asked to provide a certificate of insurance for the event naming HoCo Habitat as an additional named insured.
8. The third-party is considered to be an independent contractor and has no authority to enter into contracts on behalf of HoCo Habitat.