



Ronald McDonald House Charities® of Richmond
 2330 Monument Avenue, Richmond, VA 23220
 804.355.6517 Office 804.358.3153 Fax
 www.rmhc-richmond.org

Project Form

- Individual** **Business** **Organization/Group (Non-Profit)**

Thank you for reaching out to support families with children in medical treatment in the Richmond region!

In order to fulfill our mission, engage our community, and maintain the strength of our brand, RMHC Richmond must review all fundraising and event requests and form an agreement with each event organizer before a proposed event can occur or be promoted. Please return the completed form at your earliest convenience to: Ronald McDonald House Charities of Richmond, Special Events, 2330 Monument Avenue, Richmond, VA 23220, or email Amy Atticks at amyabigail@rmhc-richmond.org. If you have any questions, please call us at (804) 355-6517.

I. Contact Information

Name of Planning Organization/Individual (Requesting Party): _____

II. Address: _____

III. Contact Person and Title: _____

IV. Phone: _____ Email: _____

V. Event Description

Name of Event: _____

Nature of Event (Please explain in detail): _____

Location: _____ Date: _____

Rain Date (if applicable): _____ Hours: _____

- Indoor Outdoor

Projected Attendance: _____ Is this event Open to the Public? Yes / No

Are there any other beneficiaries? Yes / No If yes, who? _____

Please attach a list of businesses that will be asked to sponsor this event and please note if the Requesting Party has a personal relationship.

III. Financial Information (Please estimate):

Total Proceeds:

Expenses (include costs such as printing, food, entertainment, equipment rental, promotion, etc.):

Anticipated net proceeds (A minus B):

Estimated amount/Percentage of net proceeds given to RMHC of Richmond:

How will proceeds from the event be given to RMHC of Richmond?

Cash Check Other: -----

Expected date net proceeds will be given to RMHC of Richmond: -----

Note: RMHC of Richmond should receive net proceeds within 60 days of the conclusion of the event. Annually occurring events must have donated proceeds from previous year's event before approval can be granted for future events. All checks should be made payable to Ronald McDonald House Charities of Richmond.

V. Publicity Information

Requesting Party agrees that Ronald McDonald House Charities of Richmond must approve any materials (print or digital) that include the RMHC Richmond logo and/or name before the Requesting Party is able to print, publish, post or distribute.

VI. Agreement of Responsibility

Requesting Party agrees to indemnify, make good, and hold Ronald McDonald House Charities of Richmond, Virginia, Inc., and its employees and directors harmless from and against any and all loss, damage, fines, costs, charges, including, but not limited to, all attorney's fees and all other costs and expenses relating to any suit, judgment, action, or other claim arising from or relating to the acts or omissions of Requesting Party or otherwise arising from or relating to the Event. This indemnity shall survive the termination of this agreement.

I have read the Fundraising and Special Event's Policy and agree to its terms.

Signature of Requesting Party: ----- **Date:** -----

Signature of RMHC Dr. of Dev.: ----- **Date:** -----