

BWVC Community Event Sponsor Form Agreement

Sponsor Information:

- Name: _____
- Phone: _____ Email: _____
- Address: _____

Event Details:

- Event Date: _____
- Start Time: _____ End Time: _____
- Expected Number of Guests: _____
- Room Setup Requirements: _____
- Parking Arrangements: _____
- Event Description, Intention & Purpose: _____

BWVC Event Sponsorship Regulations:

By signing this agreement, the sponsor acknowledges and agrees to the following terms:

1. **Mission Alignment:** The event must align with the BWVC mission to serve the Arden community.
2. **Open to All:** The event must be open to all members of the community; no exclusion.
3. **Non-Commercial and Non-Political:** The event must be **non-commercial** and **non-political** in nature, meaning it cannot sell or promote any products, services, or political agendas.
4. **Advertising Requirements:** The event must be advertised in **The Page** and on village bulletin boards with a minimum **one-month advance notice**. The sponsor is responsible for submitting the event details to the Page editor. The advertisement must include BWVC as the host and provide information on how to donate.
5. **No Entry Fee:** The event must be free to attend. However, donations to the BWVC are encouraged. Example: \$3.00 - \$5.00 suggested donation.
6. **Donation Collection :** The sponsor will collect donations for the BWVC during the event. A donation canister will be provided. Donations should be placed in an envelope and deposited in the office drop box after the event.
7. **Event Acknowledgment:** The sponsor agrees to acknowledge the BWVC during the event. A sample script:
The Buzz Ware Village Center opens its doors to serve the community by hosting events like this one. Please help us keep the lights on and our doors open for future programs by donating today. Your support is greatly appreciated."
8. **Collaboration with BWVC Committee & Building Manager:** The sponsor must coordinate all event details with the BWVC programming representative and the Usage Manager to ensure everything runs smoothly.

Signatures (by signing below, both parties confirm their understanding and agreement to the terms outlined in this document):

BWVC Representative: _____ **Date:** _____

Village Sponsor: _____ **Date:** _____