



**Host a Fundraising Event Application and Agreement**

Name of Organizer: \_\_\_\_\_

Name of Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail of Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

Website of Organization: \_\_\_\_\_ Is this a 501(c)(3)?:  Yes  No

Are you applying for a year-round fundraising campaign?  Yes  No

**Your application expires in one year. To continue to raise funds on Laradon's behalf, you must complete an Application and Agreement each year.**

Have you organized a fundraiser before?:  Yes  No

Have you organized a fundraiser for Laradon before?:  Yes  No

If yes, give names, dates, for which organization (if applicable) and how much was raised:

\_\_\_\_\_

Tell us why you want to raise money for Laradon: \_\_\_\_\_

\_\_\_\_\_

Tell us about your event to benefit Laradon:

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

What is your fundraising goal? \$ \_\_\_\_\_ What is the cost to guests/participants? \$ \_\_\_\_\_

Will you be asking businesses for their support?  Yes  No

If yes, list the name(s) and contact information: \_\_\_\_\_

\_\_\_\_\_

How will you promote your event? \_\_\_\_\_

Will you be using the Enterprise Zone Tax Credit as incentive to donors? \_\_\_\_ Yes \_\_\_\_ No  
Will alcohol be served? \_\_\_\_ Yes \_\_\_\_ No Do you wish to use our logo? \_\_\_\_ Yes \_\_\_\_ No

Will there be a raffle/bingo? \_\_\_\_ Yes \_\_\_\_ No **If yes, you must provide a copy of the raffle/bingo license obtained through the State of Colorado's Secretary of State's office prior to the event.**

If proceeds are to be shared with other non-profits, please list all other organizations:

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\*All signatures are required. Incomplete applications will not be processed.

I agree to follow the regulations of the Denver Enterprise Zone project.

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Signature

I agree to deliver all net proceeds from the event to Laradon within 90 days of the event. Year-round agreements must deliver proceeds quarterly:

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Signature

I agree to deliver a list of all donors, their addresses, other contact information and the amounts they contributed attached to the net proceeds.

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Signature

I agree to obtain all insurance, permits and licenses required and I ensure the event is legal under Colorado law.

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Signature

I have read and agree to follow all rules for the use of Laradon's name and logo (Attachment 2).

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Signature

I agree to follow all other rules and guidelines of Laradon's Host a Fundraising Event policy.

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Signature

Complete the application and return it to Laradon by mail or fax at least 90 days prior to event. Laradon reserves the right to refuse any event or promotion. Events and promotions are not approved until you receive written notification from Laradon.

Laradon  
Attn: Annie Green, Deputy Director  
5100 Lincoln Street  
Denver, CO 80216  
FAX: 303-296-0737