

262 Fairgrounds Rd.  
Hamilton, MT 59840



Phone: 406-363-5311  
Crematorium: 406-363-5449  
www.bitterroothumane.org

## BRHA Event Application

Thank you for your interest in supporting the animals at BRHA. To make this process as smooth as possible, please complete the event application and submit it to BRHA at least 30 days prior to the event. Incomplete applications will not be approved. A BRHA staff member will be in contact with you once your application has been reviewed.

**Please complete and return to:**

Vicki Dawson; vicmt-brha@brvmontana.com

Business: \_\_\_\_\_

Website: \_\_\_\_\_

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

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

Contact Name & Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PROPOSED EVENT

1. Name of proposed event: \_\_\_\_\_

2. Event Location Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Date: \_\_\_\_\_ Hours: \_\_\_\_\_

4. Brief Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How many people do you expect to attend? \_\_\_\_\_

6. Who do you expect to attend (adults, children, co-workers, clients)? \_\_\_\_\_

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7. How do you plan to promote the event? \_\_\_\_\_

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8. Please list all organizations and/or businesses sponsoring this event: \_\_\_\_\_

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9. Will the event have an admission fee? Amount of fee: \_\_\_\_\_

10. Would you be willing to give an Admission Fee discount for anyone donating items for BRHA Wish List? \_\_\_\_\_

11. Location of the event? \_\_\_\_\_

12. Will you provide a table for BRHA? \_\_\_\_\_

Size of space for BRHA \_\_\_\_\_

13. Is this event or an aspect of the event a fundraiser for BRHA? \_\_\_\_\_

***If a proposed event will raise funds for BRHA, please complete the following questions. or skip to question 19.***

14. How will funds be raised for BRHA? \_\_\_\_\_

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15. Is there a guaranteed minimum that will be donated to BRHA? \_\_\_\_\_

16. What is your estimate of the final monetary donation to BRHA? \_\_\_\_\_

17. When will payment be made to BRHA? \_\_\_\_\_

18. We require that participants/attendees be informed of the exact amount their participation benefits BRHA. Specific disclosure statements can take the form of these examples:  
"All donations collected will be remitted to the Bitter Root Humane Association"  
"50% of each ticket sold will be given to the Bitter Root Humane Association"  
"100% of the net proceeds go to the Bitter Root Humane Association"  
"A minimum of \$15,000 is guaranteed to the Bitter Root Humane Association"

***This statement must appear on all advertising for the event. Applications for fundraising events without specific disclosure statement will not be approved.***

What is your statement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Do you wish for BRHA to bring pets available for adoption to the event? \_\_\_\_\_

If pets are invited to the event, please answer the following questions. Otherwise skip to question 26.

20. Will there be other animals at the event? \_\_\_\_\_

If yes, from where (event participants' pets, other shelters, etc.)? \_\_\_\_\_

Number of animals expected at the event \_\_\_\_\_

21. Is there access to water to fill pet bowls at this location? \_\_\_\_\_

22. Is there close parking for the BRHA van in order to provide access for the pets we are bringing? \_\_\_\_\_

23. Do you wish to use the BRHA logo for marketing for the proposed event? \_\_\_\_\_

The submission of this application does not guarantee Bitter Root Humane Association participation in the proposed event. An BRHA representative will contact you within one week regarding your application. Changes to proposed event must be made in writing. Thank you for supporting the Bitter Root Humane Association.

Name: \_\_\_\_\_

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