

Community Event Proposal Form

The Community Event Proposal Form (the "Form") must be completed, signed and returned to the Roswell Park Alliance Foundation (the "Alliance") for approval prior to hosting an event to benefit Roswell Park Cancer Institute Corporation ("RPCI"). All fields in the Form must be completed prior to submission.

Fundraising Guidelines

Thank you for your interest in raising funds and awareness for RPCI. Anyone who intends to promote and/or host an event to benefit RPCI must adhere to following guidelines:

1. Before anyone may use the RPCI, Alliance, and/or Team Roswell name(s) and/or logo(s), written approval from RPCI's and/or the Alliance's executive board(s), as applicable, must first be obtained by each such person/entity. Any usage of the RPCI, Alliance, and/or Team Roswell name(s) and/or logo(s) must comply with RPCI graphic standards, and is subject to approval by RPCI and/or the Alliance, as applicable.
2. As RPCI has corporate relationships established with many local businesses, before soliciting businesses and/or individuals for sponsorship, you must first contact a Team Roswell coordinator with a list of businesses and/or individuals that you wish to approach so as not to jeopardize RPCI's relationship with such businesses. (See the "Team Roswell Coordinators" section of this Form for a listing of Team Roswell coordinators.)
3. RPCI and the Alliance cannot ensure staff and/or patient ambassador representation at an event. Determination for representation by RPCI and/or Alliance staff and/or patient ambassadors will depend on availability at the time of the event.
4. Net proceeds from the event which are to be donated to RPCI must be sent to the following address no later than four (4) weeks immediately following the date of the event, unless you have established a different timeframe with a Team Roswell coordinator:
Roswell Park Alliance Foundation
Attention: Team Roswell
Elm and Carlton Streets
Buffalo, NY 14263
5. If, for any reason, event plans change, you must notify a Team Roswell coordinator immediately. If your event is cancelled, you must return any all materials and/or merchandise that were provided to you for the event.
6. The main contact person listed under the "About You" section of the Form is responsible for ensuring that all necessary permits, licenses, etc. are obtained prior to the event.
7. Neither RPCI nor the Alliance can and/or will provide you with any of the following:
 - I. Tax exemption;
 - II. Gift recognition letters and/or letters noting a tax deduction for funds that were not directly received by RPCI and/or the Alliance;
 - III. Insurance coverage;
 - IV. Funding and/or reimbursement for travel and/or any other expenses; and/or
 - V. A mailing list of donors and/or vendors.

Indemnification Agreement

You and all event planners, hosts, affiliates, sponsors, promoters, volunteers, and all other persons and entities associated with the event (each an "Indemnifying Party" and collectively the "Indemnifying Parties") hereby agree to indemnify, defend, and

hold harmless RPCI, including all officers, directors, agents, employees, subsidiaries, and affiliates of RPCI, the Alliance, including all officers, directors, agents, employees, subsidiaries, and affiliates of the Alliance, Team Roswell, and the State of New York (each an “Indemnitee” and collectively the “Indemnitees”) from and against any and all present and future claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses (including, but not limited to, reasonable attorney’s fees and costs) (each a “Loss” and collectively “Losses”) in connection with the event, including, but not limited to: any Loss resulting from any promotional activities; any Loss for property damage, personal injury, death, and/or illness any Loss resulting from any act and/or omission of any Indemnifying Party and/or any event participant and/or any other party; any Loss resulting from any misappropriation of funds and/or donations; any Loss resulting from any use of any Indemnitee name and/or logo in any Indemnifying Party’s promotional activities, materials, and/or otherwise; etc. Furthermore, the Indemnifying Parties hereby agree not to sue any Indemnitee for any Losses in connection with the event.

The Indemnifying Parties agree and expressly represent that no Indemnitee is involved in the planning, promotion, sponsorship, management, hosting, conduct, etc. of the event, and that RPCI is merely a charitable beneficiary of a portion of the proceeds derived from the event.

The Indemnifying Parties agree and understand that this Indemnification Agreement is intended to be as broad and inclusive as permitted by the laws of the State of New York, and that if any portion is held invalid, the remainder of this Indemnification Agreement will continue in full legal form and effect.

You have carefully read this Indemnification Agreement, have shared it with all other Indemnifying Parties, and all Indemnifying Parties fully understand its contents. You are aware that by submitting the Team Roswell community event proposal form, that you are certifying that you and all other Indemnifying Parties are at least eighteen (18) years of age or older, that you and all other Indemnifying Parties are voluntarily agreeing to the terms of this Indemnification Agreement, including waiving certain legal rights, and that you have the authority to bind yourself and all other Indemnifying Parties. In the event of any dispute where any other Indemnifying Party denies your authority to sign on his/her/its/their behalf and/or otherwise disputes the enforceability of this Indemnification Agreement, then you agree to defend, indemnify, and hold the Indemnitees harmless from and against all such disputes and any Losses that may result from such. Knowing this, you, on behalf of yourself and all other Indemnifying Parties, agree to this Indemnification Agreement, and to waive such rights.

Team Roswell Coordinator

If you have any questions and/or need advice and/or guidance along the way, please do not hesitate to contact the following Team Roswell coordinator:

Alexandria Hoaglund
Community Event Coordinator
Alexandria.Hoaglund@RoswellPark.org
(716) 845-4977