

Third Party Events

Third-Party Events are when a business, organization, community group, school, or individual hosts an event to benefit The Retreat. We are incredibly grateful to those who help raise money to benefit the families we serve.



HOST RESPONSIBILITIES

When you are hosting a third-party event, you or your group are responsible for:

- Completing the attached application.
- Planning and executing the event.
- Publicizing the event.
- Covering any and all expenses related to the event.
- Staffing the event.
- Providing a list of involved individuals and organizations so they may be acknowledged by The Retreat. This includes volunteers and donors of goods and services.

THE RETREAT'S PARTICIPATION

The Retreat will provide:

- A resource packet for your audience with items such as brochures, hotline cards, and information sheets.
- A digital copy of our logo for promotional materials.

The Retreat *may* be able to provide:

- A listing on The Retreat's event page.
- Promotion through our email list.
- Promotion on our social media outlets.
- Distribution of material at The Retreat Boutique.
- Staff or volunteer attendance/speaker.

Questions?

Contact The Retreat's Development Department at 631-329-4398 or email vanessa@theretreatinc.org.

General Guidelines

- We reserve the right to decline proposals that do not align with our mission.
- Third-party hosts are responsible for all vendor agreements, contracts, insurance, and permits. The Retreat does not assume any legal or financial liability.
- The Retreat should be listed as a beneficiary on promotional material.

Charitable Giving Guidelines

- Tax-deductible donation acknowledgments can only be provided when donations are paid directly to The Retreat by check or through our online giving portal.
- Cash donations should be accompanied by a detailed list of donors including their mailing addresses and donation amount. Donations without this information will be considered anonymous.
- Donations made directly to a third-party event or event host can be used to cover the event's expenses, but are not tax-deductible.

Third Party Event Application

Please complete the information below for your event.
Submission of this application is an acknowledgement that
The Retreat's policies and guidelines will be followed.



Business/Organization Name _____

Contact Name _____

Email _____ Phone _____

Event description including date(s) and time(s)

Event Location(s) _____

How will the event be publicized?

Provide your social media handles and preferred hashtags

Is The Retreat the sole beneficiary? If not, please list other beneficiaries.

Do you request The Retreat staff and/or volunteers to be at the event?

Applicant Signature _____ Date _____

The applicant understands that The Retreat is not liable to any party or vendor for any fees, costs, or payments of any kind. The applicant agrees to indemnify and hold harmless The Retreat against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this agreement.

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