

Agreement Number _____

HRL FUNDRAISING AGREEMENT

This Basic Fundraising Agreement is entered into between Horchateria Rio Luna, and _____ for the purpose of _____.

I. BACKGROUND INFORMATION [Applicant must fill all areas]

A. Applicant's Name and Address

B. Desired Date: _____, 20 _____*

* Maximum of one fundraiser quarterly (every 3 months). Fundraisers can be scheduled up to 6 months in advance. A minimum of 2 weeks notice is required.

C. Approximate Number of Guests Expected:

Event Time: (Please check one) 10:00AM - 2:00PM ____, 3:00PM - 7:00PM ____,
8:00PM -10:00PM ____, Other _____

D. Taxpayer Identification Number: _____

(For some entries, this is the Employer ID Number. By submitting this application, you affirm that your organization is recognized as a non-profit organization (501c3 tax status) by the government).

E. What is the fundraising goal? Please include fundraising goal:

F. How will funds or in-kind donations be expended or used by the Applicant?

F. Contact Information:

Name: _____

Phone: _____

Email: _____

G. Make Check Payable To:

H. Mailing Address for Fundraiser Check:

II. AGREEMENT TERMS

A. **The Applicant agrees:**

1. Fundraising costs will not exceed 20% of funds raised.
2. HRL will only fund community based or academic based activities. (Sports team, booster clubs, scouts, charities, etc.)
3. It is encouraged that organizations promote the event and distribute flyers prior to the fundraiser. Please note, flyers may not be passed out during the event, in or around the cafe.
4. Flyer is required upon purchase per transaction in order to ensure that Percentage will be added to final sum.
5. HRL only allows organizations to participate in fundraising on a quarterly basis (every three months).
6. No guarantees or warranties of any kind are made by either party as to the amount of success of the event.

7. HRL reserves the right to cancel all Fundraiser events for any reason and / withhold payment of association donation funds if these guidelines are not followed.
8. Application can either be emailed to Merchandise@HorchateriaRL.com or dropped off in-person at location.
9. Fundraisers will only be held in increments of four hours per event. (Unless otherwise directed by coordinator)

B. FREQUENTLY ASKED QUESTIONS:

Who qualifies?

Any organization with a Tax I.D. number & recognized by the government as a non-profit 501c (3) company (or authorized subgroup) can take part in our Fundraiser Program, such as:

Senior Communities, Girl/Boy Scouts
Teams in Training, Public Schools,
Sport Teams, Booster Clubs
Parent/Teacher Organizations

How do I know if my Fundraiser Application has been accepted?

After you have emailed, or dropped off your application to the Horchateria Rio Luna, we will email you with details.

Email: Merchandise@HorchateriaRL.com

Address: 15729 Downey Avenue, Paramount CA, 90723

How do I cancel or reschedule my fundraiser?

You may cancel your fundraiser within 48-hours notice of the scheduled event by contacting HRL's Event Director.

How much money did my organization make at our fundraiser?

Please contact the Event Director to find out how much money your organization earned. This information is available four days after your event.

When can I expect to receive my check?

Your fundraiser check will arrive 2-3 weeks after your event. If it has been more than three (3) weeks since your event and you still have not received a check, please contact our corporate office.

I Hereby Agree to All of Horchateria Rio Luna Terms and Conditions

Agree:

HORCHATERIA RIO LUNA

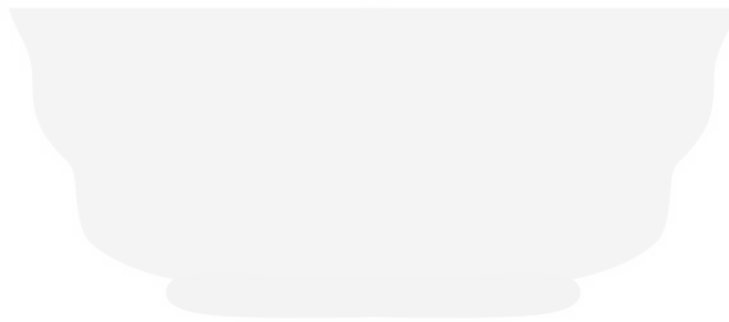
_____ Date: _____
[HRL Event Director]

[APPLICANT'S NAME]

_____ Name: (Print Name)
Signature:

Date: _____

HORCHATERIA



Rio Luna