

Village of Monee Parks and Recreation Department Sponsorship/Advertisement Agreement



Thank you for choosing to be a community partner. It is because of your generous participation that we are able to work together providing our residents and visitors with a memorable experience that builds upon our heritage.

Please complete the information below and review the Terms & Conditions on the back, and sign both pages. If you have any questions, or would like further information, contact Village of Monee Parks and Recreation at (708) 534-8302.

Company Name: _____

Address: _____

City/State/Zip Code: _____

Contact Person/Title: _____

Phone: _____ Email: _____

Please specify below how Parks and Recreation should list your name or company name for all recognitions:

EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
EVENT: _____	Sponsorship Level: _____	\$ _____
Newsletter Advertising-OPTION : _____		\$ _____
	TOTAL	\$ _____

PAYMENT INFORMATION

Please charge my credit card: Visa MC Discover \$ _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Zip Code: _____

Cardholder Name, please print: _____

Cardholder's Signature: _____

Check \$ _____
(payable to Village of Monee)

Cash \$ _____
(please do not mail cash)

Please send me an invoice

* I authorize the above names business to charge the credit card indicated in this authorization form according to the terms outlined above. The payment authorization is for goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company: so long as the transaction corresponds to the terms indicated in this form.

Sponsorship/Advertisement Terms and Conditions

- 1) **Sponsorship Purpose:** Sponsorship with Village of Monee Parks and Recreation Department positively promotes and financially supports the mission, vision, and values of the Village.
- 2) **First-come, first-served:** Sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with Village of Monee on a first-come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.
- 3) **Conflict of Interest:** The Village of Monee Parks and Recreation Department reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- 4) **Rescheduling:** As deemed necessary, Village of Monee Parks & Recreation holds the right to cancel or reschedule an event, publication, or project at its discretion.
- 5) **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If Village of Monee Parks and Recreation deems it necessary to cancel an event, program, or advertisement and the event is not rescheduled, the Sponsor will have the option to choose another event/program in the same tier in place of the event that was canceled. No Refunds will be given.
- 7) **Payment & Invoice Terms:** Sponsors will be invoiced within one week of agreement completion. Unless otherwise agreed upon in writing by Village of Monee Parks and Recreation Department, all sponsorships invoiced must be paid in full by the deadlines listed. Payments not received by the deadline will result in agreement termination.
- 8) **Event Day:** Sponsorships including on site benefits must arrive on time as scheduled with the Parks & Recreation Department. Sponsors who arrive late may be denied entrance to the event.
- 9) **Logos and Print Ad Files:** Submit ads with the following specifications:
 - Full color pdfs with the fonts outlined or full color, (minimum resolution 300 dpi jpeg).
 - High-resolution or preferably vector format for potential use on promotional materials
 - If an ad is received and is unusable due to format, design, or content corrected artwork may be submitted prior to the deadline. All ads are subject to approval. Please send as to Dianna at Dkroll@villageofmonee.org
- 10) **Indemnification:** The Village of Monee, employees, related event providers of goods & services, or any other participating sponsors will NOT be responsible for any injury, loss, or damage that may occur to the sponsor or their property from any cause whatsoever prior to, during or subsequent to the period covered by the contract; and the representative signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
- 11) **Authorization:** Sign & complete this form to authorize the Village of Monee to make a one time debit to your credit card listed on the front. By signing this form you give us the permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, & does not provide authorization for any additional unrelated debits or credits to your account.

AGREEMENT

I agree to the Sponsorship Terms and Conditions stated above, and the sponsorship opportunities that are listed on this agreement, and the total amount due.

Signature: _____ Date: _____

MAIL forms to

Village of Monee, Attn: Parks and Recreation, 25711 S. Egyptian Trail, Monee, IL 60449