

# 2024 Sponsorship Commitment Form

Yes, I want to support the Frankfort Park District for the following event(s):

<b>Fairy Tale Ball</b>	<b>Donuts w/the Bunny</b>	<b>Craft Fair - Spring</b>
Goodie bag	Donuts - FULFILLED	Shopping bag
Pizza	Goodie bag	Breakfast
Dessert	<b>Egg Hunt w/ Peter Cottontail</b>	Coffee
<b>Puzzle Mania</b>	Candy - FULFILLED	<b>Craft Fair - Holiday</b>
Snack & beverage	<b>Kids Garage Sale</b>	Shopping bag
Puzzle	Breakfast	Breakfast
Winning team prize	<b>Mother/Son Bowling</b>	Coffee
<b>Family Campfire</b>	Dessert	<b>Santa's Photos &amp; Workshop</b>
Breakfast	Goodie Bag	Photographer - FULFILLED
Popcorn	<b>Mother/Son Dance</b>	Santa's Gift
Hay bales	Goodie bag	Cookie decorating
Monetary support for s'mores, etc.	Pizza	<b>The Polar Express Storytime Train</b>
	Dessert - FULFILLED	Yoo-Hoo & cookies - FULFILLED

The following forms of payment are accepted: Cash, Check, or Credit Card. If you prefer CC, please check the Send Invoice box below. Once you receive an invoice, please call the front desk during business hours to pay over the phone. Business hours are M-F from 9am-4pm.

Enclosed is my check for \$ \_\_\_\_\_  Send Invoice

I would like to make an in-kind donation. My in-kind donation contribution includes:

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Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

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

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

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



Please return completed form and electronic version of your logo (if applicable to sponsorship level) to [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).

**Please remit payment to:**

Frankfort Park District, Attn: Julie Sullivan  
140 Oak Street, Frankfort, IL 60423



# Terms and Conditions

- 1) **Sponsorship Purpose:** Sponsorship and advertising with FPD positively promotes and financially supports the mission, vision, and values of the District.
- 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 FPD on a first-come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.
- 3) **Conflict of Interest:** FPD reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- 4) **Rescheduling:** As deemed necessary, FPD 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 FPD deems it necessary to cancel an event, 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 cancelled. The amount paid for the initial event will be put towards the sponsorship fee of a future event. No refunds will be given.
- 6) **Payment & Invoice Terms:** Sponsors will be invoiced within one week of agreement completion. Unless otherwise agreed upon in writing by FPD, all sponsorships or advertising invoiced must be paid by the deadline listed. Payments not received by the deadline will incur a \$25 late fee and may result in agreement termination.
- 7) **Event Day:** Sponsorships including on-site benefits must arrive on time as scheduled with the FPD. Sponsors who arrive late may be denied entrance to the event. Sponsors who do not show will incur a \$50 no show fee, unless otherwise agreed upon with the FPD in writing.
- 8) **Logos and Banner Files:**  
Submit logos with the following specifications:
  - \* Full color PDF, JPEG, PNG, TIF with the fonts outlined (minimum resolution 300 dpi).
  - \* Files saved as .doc, .xls, .ppt, or .pub will not be accepted.
  - \* If a logo is received and is unusable due to format, design, or content, corrected artwork may be submitted prior to the deadline. Please send logos to Julie at [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).Submit banners with the following specifications:
  - \* For banners brought to events by the sponsor, a size of H: 2' x W: 3' or H: 4' x W: 6' is required. The size will depend on the league/event. Please be sure all banners are prepared for the weather as FPD is not responsible for any torn or damaged banners.
- 9) **Certificate of Insurance:** At times, FPD may require a Certificate of Insurance for the Partner naming the Frankfort Park District as additional insured. The certificate must be endorsed and coverage must be adequate to be consistent with FPD policy.
- 10) **Indemnification:** The Sponsor shall indemnify & hold harmless the Frankfort Park District, employees, related event providers of goods and 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.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

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

Email, Mail, or Fax Form to:

Frankfort Park District, Attn: Julie Sullivan, 140 Oak Street, Frankfort, IL 60423  
[jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org) Ph: 815-469-9400 Fx: 815-469-9275 [www.frankfortparks.org](http://www.frankfortparks.org)