Clematis by Night is an excellent venue for non-profit organizations to receive exposure for their respective causes or organizations. With an average weekly attendance of 500 to 1000 people, the potential number of contacts a non-profit agency can make in one Thursday evening are excellent.

This document includes general information and an application, on which you can explain how your non-profit agency would benefit by partnering with Clematis by Night.

If you have any questions, please contact the Community Events Division at 561-822-1515.

Applications:
Applications are reviewed on a first come, first served basis. Each non-profit agency can be scheduled a maximum of 4 Thursdays per year, so your agency is encouraged to submit an application with up to four dates.

Selection Process:
Frequently, more applications are received than there are available event dates. Applicants are selected based on which will have the ability to benefit themselves and Clematis by Night the most.

Cancellations:
Throughout the year, any dates that become available for any reason will be filled in the same manner as the selection process. There are no make ups for rain outs or low attendance events. Non-profit agencies that do not provide 24-hour notice of cancellation will be considered “no-shows” and will not be eligible to return during the rotation for any further scheduled dates.

Fundraising:
Organizations must have one of the following to participate as a non-profit agency at Clematis by Night:
- Special event, home tour, special show, etc. to sell event tickets
- Raffle (no 50/50 or cash raffles allowed)
- Merchandise from the organization for sale
- Specific program that benefits the organization

Volunteers:
- All volunteers must always be 18 years of age or be accompanied by a parent/guardian and are required to sign a hold harmless waiver prior to volunteering at Clematis by Night. To review this form, please contact the City of West Palm Beach Community Events Division prior to the date of involvement.
- Your organization must always have 2 volunteers (minimum) in the booth.
• All volunteers should be wearing a properly marked shirt with the organization’s logo/name displayed on the shirt.
• All volunteers may arrive at Clematis by Night as early as 3:00 p.m. and must be completely set-up by 5:00 p.m. Please be prepared to stay until 9:00 p.m. (close of Clematis by Night). Any organization leaving the booth vacant prior to 9:00 p.m. WILL NOT BE INVITED BACK.

Volunteer Parking:
The City of West Palm Beach does not provide preferred parking for volunteers. Please be prepared to unload your items on N. Clematis Street and move your vehicles off-site when unloading is complete. Vehicles are not allowed back on-site until after 9:00 p.m.

Finance:
Bank of money for event:
Your organization is responsible for bringing your own banks for change. Clematis by Night staff will not have any change to provide any organization at the event.

Security:
There will be security officers assigned to Clematis by Night. Officers are there to make sure that the event is safe. Please contact a security officer should you or any volunteer have any problems with patrons throughout the evening. Officers are also available to walk the designated money person to their car or bank safely, if needed.

Non-Profit Paraphernalia:
YOU ARE ENCOURAGED YOU TO DECORATE YOUR AREA. Please contact the Community Events team ahead of time to discuss your ideas. You will receive a 10’ X 10’ tent and one 8’ table. It is recommended that you provide your own chairs for the booth. Your non-profit agency is also allowed to pass out information from within your location/booth, collect memberships, etc., based on approval by the Community Events Division. Agencies are limited to passing out information ONLY on their scheduled day of participation. There may be no food, drinks, or craft sales at any non-profit agency tent.

Rain Out:
The City will notify your organization as soon as possible if Clematis by Night will be canceled due to weather conditions. As a standard practice, Clematis by Night will not be cancelled until 4:30 p.m. or later because we all know the weather in Florida can change so quickly. Just because it is raining where you live or work, does not mean it is raining at the event site. Even on an afternoon that is cloudy, participant turn out will be good at Clematis by Night and you will need all of your volunteers. Make sure your volunteers check with a designated person in your organization about cancellation. If you have not already been contacted by us, do not call the City about cancellation until after 4:30 p.m. on the day of Clematis by Night. Please be prepared to notify your volunteers. Instruct your volunteers to call Community Events at 561-822-1520 for cancellation notices on the day of Clematis by Night. There is no makeup date for a rain out. Remember that Clematis by Night non-profit agencies are scheduled for their event(s) months in advance.

Are you making the most out of your Clematis by Night experience?
Sure, Clematis by Night is a good fundraising activity but it’s also your chance to market your group to hundreds of people who might not be aware of all the good things you do for the Palm Beach County community.

• If you’re a neighborhood association, it’s your chance to show perspective home buyers what your neighborhood has to offer.
• If you’re a business association, it’s your chance to advertise for your businesses.
Why bring just 2 people to volunteer when you can invite all your supporters?
The more people coming to the event, just to help your cause, the better you do! It’s a great way for your community to come together while making money. Advertising ideas for your agency include:

- Flyers on the doors of residents in your neighborhood
- BIG Posters and flyers in area businesses
- BIG notices in your area newsletters.
- Yard signs in your neighborhood

Do your volunteers reflect the personality of your agency?
We encourage each agency to add their own signature touch to their area. If service and sponsors are not impacted, theme ideas for each group are a great idea!

- Crazy, bold shirts
- Unique decorations or landscaping.
- Funny hats

Just give us a call to approve all your ideas before the event and we look forward to seeing you at Clematis by Night!
NON-PROFIT PARTNERSHIP APPLICATION (please print legibly in dark ink)

Organization: ____________________________________________________________

Contact Name: __________________________________________________________

Phone: ___________________________ Cell Phone: ___________________________ Email: ___________________________

Address: __________________________________________________________________

Describe your organization's goals briefly: __________________________________________________________________

Describe possible areas the revenues raised at Clematis by Night will be used: __________________________________________________________________

From where will you solicit your volunteers?

☐ Employees of organization  ☐ Members  ☐ Friends/family  ☐ Other: ___________________________

How will you advertise your day at Clematis by Night to your community?

   Newsletter?  ☐ Yes  ☐ No  If yes, how many are printed? ___________________________

   How are they distributed? __________________________________________________________________

   Email Notice?  ☐ Yes  ☐ No  If yes, how many? ___________________________

   Signs?  ☐ Yes  ☐ No  If yes, how many and where? ___________________________

Please estimate the potential number of people you will draw to the event from your community: __________

What does your organization plan on doing at Clematis by Night? ___________________________

List preferred dates: ___________________________

The City of West Palm Beach will consider preferred dates; however, there is no guarantee requested dates will be

granted. Accepted organizations will be notified of their assigned date by email. Qualified organizations not assigned
dates will be notified and put on a waiting list for any possible cancellations throughout the year.

Please email the completed application to marguelles@wpb.org or fax to 561-822-1525. You can also mail to the City

Of West Palm Beach, Community Events Division, 3rd Floor, 401 Clematis Street, West Palm Beach, FL 33401.