



Non-Profit Partnership Application

Clematis by Night is an excellent venue for non-profits to receive exposure for their respective causes or organizations. With an average weekly attendance of 2,000 people, the potential contacts a non-profit can make in one Thursday evening are outstanding.

The enclosed application is your opportunity to tell us how your non-profit organization will partner with Clematis by Night.

If you have any questions please contact Community Events division at (561) 822-1526.

DEADLINE

Applications will be reviewed on a first come first served basis. Each non profit can only be scheduled a maximum of 4 Thursday's per year, so it is encouraged to submit your application early to reserve your requested date(s).

SELECTION PROCESS

It is more than likely that there will be more applications received than dates available. Rather than pick the applicants at random, non-profits will be selected based on their ability to benefit themselves and Clematis by Night the most.

CANCELLATIONS

Any dates that become available for whatever reason throughout the year will be filled in the same manner as the selection process. There will be no make ups for rain outs or low attendance days. Groups who do not provide 24 hours 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 at Clematis by Night:

- Special event, home tour, special show, etc. to sell tickets to.
- Raffle (No 50/50 or Cash raffles permitted).
- Merchandise from the organization for sale.
- Specific program that benefits the organization

VOLUNTEERS

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

VOLUNTEER PARKING

The City of West Palm Beach is not responsible for your parking. Please be prepared to unload your items on N. Clematis and to then move your vehicles off-site. Vehicles are not allowed back on-site until after 9:00 PM.

FINANCES

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. The officer is there to make sure that the event is safe. Please contact the security officer should you or any volunteer have any problems with patrons throughout the evening. The officer is also available to walk the designated money person to their car or bank safely if needed.

NON-PROFIT PARAPHERNALIA

WE HIGHLY ENCOURAGE YOU TO DECORATE YOUR AREA. Please contact us 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 is also allowed to pass out information from within your location/booth, collect memberships, etc., based on approval by a Community Events staff person. We limit non-profits to passing out information only on their scheduled day of participation. There may be no food, drinks, or craft sales.

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, we try not to call off Clematis by Night until 4:30 PM or later because we all know the weather in Florida can change so quickly. Just because it is raining where you live or work, it does not mean it is raining at Clematis by Night. Even on a afternoon that is cloudy, Clematis by Night will have a good turn out 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 PM on the day of Clematis by Night. Please be prepared to notify your volunteers. Instruct your volunteers to call Community Events at (561) 822-1526 for

cancellation notices on the day of Clematis by Night. There is no make up date for a rain out. Clematis by Night non-profit organizations are booked months in advance.

Are you making the most out of your Clematis by Night experience?

Sure Clematis by Night is a good fund-raising activity but it's also your chance to market your group to thousands of people that might not know anything about it.

- If you're a neighborhood association it's your chance to show perspective home buyers what your neighborhood has to offer.
- If you are a business association it's your chance to advertise for your businesses.

Why bring just 2 people to volunteer when you can invite all of 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 you can do:

- 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 your personality?

We encourage each group to add their own signature touch to the area. As long as 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!

**Clematis by Night
Non-Profit Partnership Application**
Please type information or print legibly in dark ink.

Organization: _____

Contact Name: _____

Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

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?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Employees of organization | <input type="checkbox"/> Members |
| <input type="checkbox"/> Friends/family | <input type="checkbox"/> 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? _____

E-mail 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 give consideration to 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 fax the completed application to: (561) 822-1525

You can also mail to:

CITY OF WEST PALM BEACH
Community Events Division, Dept. of Parks & Recreation
P.O. Box 3366 West Palm Beach, FL 33402