

Event/Activity Organizer Form

Fremont Fall Heritage Days

September 10 – October 15, 2016

The Fremont County Heritage Commission (FCHC), Fremont County Historical Society (FCHS), Royal Gorge Regional Museum & History Center, through the Fremont Fall Heritage Days Steering Committee, are jointly sponsoring Fremont Fall Heritage Days between Sept. 10 & Oct. 15, 2016. All Fremont County clubs, organizations and businesses are invited and encouraged to join in celebrating the County's rich heritage by hosting heritage related events, activities or functions (event) during this period. The following organization agrees to participate by hosting the event described below:

Organization Name: _____

Contact(s) for the event are (*name, phone number and email*): _____

Name of event: _____

Date(s)/Time of event: (*date(s), time, duration*) _____

Location(s) _____

Details of the event are as follows: (*Please include how event celebrates area heritage, target audience, any access restrictions (pets, age, private land, etc), event fees, maximum number of participants, facilities, parking*)

Website, if applicable: _____

The **event organizer** named above retains any and all revenues from the event/activity, and agrees to:

1. Be responsible for organizing the event including facilities, staffing and promotion specific to the event
2. Provide timely information on any changes in the event to the Steering Committee
3. Be responsible for direct event costs, specific event sponsorships and other financial/legal arrangements specifically related to the event described above
4. Arrange for any needed insurance, permits, waivers or other legal requirements for the event
5. Hold the Sponsors and Steering Committee harmless from any liability that may arise from the event

The **Fremont Fall Heritage Days Steering Committee** agrees to:

1. Publicize this event as part of the overall schedule of events that are included in the Fremont Fall Heritage Days, provided that the event organizer provides information to the Steering Committee in a timely manner
2. List the event and its date, time and location information on Fall Heritage Days promotional material and the Heritage Days Calendar on the www.fremontheritage.com website
3. Promote the event as part of the overall publicity about Fremont Fall Heritage Days to Fremont County residents and visitors to the area

In summary, the FFHD Steering Committee will provide broad Heritage Days marketing and promotion in coordination with Heritage Days. The event organizer named above will make all arrangements for the event described above, be responsible for promotion specific to the event and all other direct details and expenses, and receive the benefit of all direct sponsorship fees and revenues.

Submitted by: _____ Date: _____

Email to info@Fremontheritage.com or mail to FCHS-FF2016, PO Box 965, Cañon City, CO 81215