

MASTER AGREEMENT FOR SERVICES
ADDENDUM 1 FUND DEVELOPMENT SERVICES
SECTION 6 – SPECIAL EVENTS

- a. The City agrees to continue hosting ARFOP’s legacy fundraising events annually – Friends of the Arboretum Spring Plant Sale, Wine/Beer Tastings, Enchanted Faire, Stems: A Garden Soirée, Terra Luna, Botanical Brewfest, and Luminary Walk at OPABG and Georgia’s Chicken Run, Pumpkin Hollow, and Night of the Living Farm at DRCF until such time as ARFOP chooses to discontinue each event. ARFOP’s confirmation to hold these events will be made by an agreed upon date established by ARFOP and the City each year.
- b. ARFOP agrees to submit an event request form to the City for hosting additional fundraising events with respect to the next calendar year by an agreed upon date established by ARFOP and the City each year for the preceding year. Each request will include the scope of the staff support required, the impact of the event on the venue, the date(s), a full description, and the estimated net proceeds.
- c. City will respond to requests for additional fundraising events no later than 30 days following the date of the request. The response will indicate approval, rejection, or changes to the request that would allow the City to approve.
- d. Before planning for each event begins, City staff agrees to provide to ARFOP/FOTA/FOF/FOA all parameters and/or restrictions imposed on each event by the City.
- e. ARFOP/FOTA/FOF/FOA may choose to discontinue or not implement an event if the parameters and restrictions imposed would adversely affect the ability of ARFOP to produce a successful event.
- f. The City agrees that the Public Programs Supervisor at DRCF or the Event Supervisor at OPABG will coordinate City staff’s support of each event.
- g. ARFOP and the City jointly agree that a team comprised of the appointed chairperson, one or more representatives from the FOTA or FOF Board (one of whom may serve as chairperson), the Public Programs Supervisor for DRCF or the Event Supervisor for OPABG, the ARFOP Development Director (or designee), the ARFOP Donor Engagement Manager, and volunteers, as needed, to fill roles specific to the event will serve as the steering committee for each event.
- h. ARFOP and the City jointly agree that the event steering committee is responsible for providing to the ARFOP Executive Director the line-item budget of anticipated revenue and estimated expenses and a complete overview of the event no later than 6 months prior to the event.
- i. The City agrees to the stipulation that City staff cannot encumber ARFOP for payment of any event expenses without prior written approval of the cost and the vendor.
- j. The City agrees that the Volunteer Supervisor at DRCF and the Volunteer Coordinators at OPABG will manage recruitment, supervision and training of volunteers required for the events.

The City and ARFOP jointly agree that, in regards to events hosted by ARFOP or any of its sub-entities, ARFOP is responsible for event promotion, signage/donor recognition, selling tickets and sponsorships, enlisting in-kind donors, volunteer training and appreciation, securing equipment and supplies, and vendor contracts.

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SECTION 5 – EVENT/PROGRAM SPONSORSHIPS

Subject to any and all applicable City approvals, policies, resolutions, ordinances and other applicable law,

- a. ARFOP may identify and establish partnerships with businesses, organizations, foundations and individuals to be recognized as sponsors of various events, activities and programs taking place on City property.
- b. ARFOP may recognize sponsorships on signage and banners on City property during promotion and the event.
- c. Corporate logos may be part of sponsorship recognition on City property during promotion and the event.
- d. ARFOP may include a mutually determined number of admissions to OPABG and DRCF in select levels of sponsorship pending a formal request and information on the benefits (for the City and for the sponsor) of such inclusion.
- e. ARFOP may reserve space (at the prevailing rental rates) at OPABG and DRCF for sponsor-appreciation events.
- f. ARFOP may offer the opportunity for major sponsors to be recognized as sponsors of “A Day at the Farm” or “A Day at the Arboretum” with appropriate signage and a mutually agreeable number of complimentary admissions and/or discounted admissions for employees and/or customers.