

**Ascension St. Vincent's Foundation of Alabama, Inc.**  
**CHARITABLE SPECIAL EVENTS APPLICATION**

Please read the *Third-Party Event Guidelines* before completing this application.

Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Promotion: \_\_\_\_\_

Description: \_\_\_\_\_

Money generated through: \_\_\_\_\_

Date(s): \_\_\_\_\_

Rain Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsors/Underwriters: \_\_\_\_\_

Budget Information (Please attach details.)

Projected Income: \_\_\_\_\_

Projected Expense: \_\_\_\_\_

Projected Donation: \_\_\_\_\_

Publicity/Promotion (list all media, e.g., brochures, radio, print ads, television): \_\_\_\_\_

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Assistance needed from Ascension St. Vincent's:

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Insurance (copies of necessary insurance should be submitted to Ascension St. Vincent's Foundation 15 days prior to the event):

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

Type: \_\_\_\_\_

Will other charitable organizations benefit from this event? If so, please name and describe extent to which they will benefit. \_\_\_\_\_

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Will other individuals or non-charitable organizations benefit from this event? If so, please name and describe the extent to which they will benefit. \_\_\_\_\_

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Applicant has read the *Third-Party Event Guidelines for External Charitable Special Events* and agrees to abide by them. Ascension St. Vincent's Foundation is not liable to any party or vendor for any fees, costs of payments of any kind, and Applicant agrees to indemnify and hold harmless Ascension St. Vincent's and Ascension St. Vincent's Foundation against any claims by third parties or vendors for such fees, contracts, costs, or payments incurred pursuant to this agreement.

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to:

Ascension St. Vincent's Foundation  
1130 22<sup>nd</sup> Street South, Suite 1000  
Birmingham, Alabama 35205  
Phone: 205-558-3850 Fax: 205-435-6855  
Email: [stvhfoundation@ascension.org](mailto:stvhfoundation@ascension.org)  
Website: [stvfoundation.org](http://stvfoundation.org)