

Below is a sample letter of understanding. A letter of understanding is optional but this will provide a guideline should the organizations feel one is warranted. Every situation is different, we recommend being mindful of both organizations expectations and being forthright when planning to add attractions to your events.

[date]

[Host Club Logo]

Object: Letter of understanding regarding event participation

This letter will outline the responsibilities of [host club name] and [organization providing attraction/event] on [date of event] at the [event name] per our previous discussion.

[host club name] is responsible for the following items:

Site will be available for set-up on [date] between the hours of [time and time].

Attraction/Event [will/will not] be posted in premium list

Site [will/will not] provide electricity.

Site [will/will not] provide water.

A [size] area will be reserved for set-up of attraction, [including/not including] ring barriers.

A reserved parking place [will/will not] be provided.

[organization providing attraction/event] is responsible for the following items:

Activity will be staffed and available on [date] from [time to tome].

Equipment used will be in good condition.

Signage regarding attraction and particulars for the day.

Following the event [organization providing attraction/event] will provide [host club name] with the number of participants participating in the attraction.

Mutual responsibilities:

Both organizations will be required to carry [amount] of liability insurance.

Financial considerations:

[define financial arrangement between [host club name] and [organization providing attraction/event].

[Host Club officer signature]

[Title]

[signature of party authorized to sign on behalf of organization providing attraction/event]

[title]

This document is a sample; individual clubs should cover all of their needs.