

## City of Bellingham ALL IN for Climate Action Week 2019

### Event Host Terms and Conditions

#### Application and Review

1. Event host will submit [online application](#). The online application needs to include information about the time, location, contact information and nature of the event.
2. City staff will review application to assure the event aligns with the City's climate action goals.
3. After review, event host will be notified with any additional information provided by City staff.
4. Once all final event details are submitted and approved, the event will be added to the City's ALL IN for Climate Action Week webpage.

#### Host Requirements

1. Proposed event(s) must align with the City's climate actions goals to reduce greenhouse gas emissions. See [www.cob.org/climate](http://www.cob.org/climate) to learn more about the City's Climate Action Plan.
2. Event hosts are responsible for organizing necessary logistics for their own events, including but not limited to:
  - a. Obtaining any necessary permits
  - b. Securing and paying for event venues
3. In event promotion, event hosts agree to:
  - a. use the ALL IN for Climate Action Week logo, to be supplied by the City, on the homepage of any event;
  - b. refer to ALL IN for Climate Action Week 2019 in any of the Event Organizer's newsletter, blog, Facebook, Twitter, other social media or equivalent;
  - c. utilize ALL IN for Climate Action Week 2019 description and talking points supplied by the City of Bellingham, where appropriate;
  - d. if a Facebook event is created, add the City of Bellingham as a co-host for cross promotion.
4. Share event summary information with City staff upon completion of event.
5. Indemnification. Event Host shall release, defend, indemnify and hold the City harmless from all losses, claims and liabilities of any kind or nature, including but not limited to claims for personal injury, death, and property damage, arising wholly or partially out of any act or omission of the Event Host, its agents, subcontractors, employees, licensees or invitees in connection with the event.

#### City Obligations

1. All host events will be added to the City's event webpage.
2. Host events that are added prior to Aug. 15<sup>th</sup>, 2019 will be promoted via the City's social media outlets as well as print and other digital media.
3. Event hosts will be provided with the ALL IN for Climate Action Week logo and description for use in promotional materials.