



Friends of the Fallbrook Community Center

A Non-Profit Organization

www.FallbrookCommunityCenterFriends.org • 341 Heald Lane, Fallbrook, CA 92028 • Phone: (760) 728-1671

Dear Non-Profit Organization,

On November 30, 2018 the community will once again light up the night as we celebrate community, goodwill and holiday cheer at The Official Fallbrook Tree Lighting! County Parks and Recreation and the Friends of the Fallbrook Community Center have joined together to bring this FREE event to the community. The event will take place at the Fallbrook Community Center from 5:00 - 7:30 p.m. and will be filled with plenty of activities for all ages.

This year marks the fifth year that the event has taken place after its 30 year absence! Each year the attendance has grown, and we predict that this November 30th we will have over 3,000 attendees. The event features holiday music, live entertainment, treats, seasonal items, opportunity drawings, and, of course, the lighting ceremony! It is the perfect way to kick off the season and showcase *your* Fallbrook, Bonsall, or Rainbow based non-profit. The cost for non-profits to participate is \$20. This fee will cover the cost of providing one 6-foot table and two chairs.

We also ask that your organization provide a free activity. This activity can be for children or the whole family. It could be a craft, game etc. Your activity should be briefly described on your participation form (attached). **All forms must be submitted either electronically, by mail, or hand delivered no later than Wednesday, October 31, 2018.**

Fundraising Opportunities! In addition to the free activity at your booth, your organization is encouraged to do a fundraising activity at your table. This is your opportunity to bring in added support for your organization and we encourage you to do so at the event! *Please note that all fundraising items/requests must be approved by the event organizer to avoid duplication of goods and direct competition with other organizations. These items may be offered for a donation or free with a donation. To sell you must have a seller's permit and a copy must be submitted to the Fallbrook Community Center office no later than Wednesday, October 31, 2018.*

Donations are always appreciated and help in fulfilling our mission to provide an unforgettable time for all who attend this event. All donations are welcome and gratefully accepted.

Please make donation/participation checks payable to: **Friends of the Fallbrook Community Center.**

If you have questions or need further information, please contact the Fallbrook Community Center at (760) 728-1671, or fallbrook.community.center@sdcounty.ca.gov.

For event updates, please visit our website at www.FallbrookCommunityCenterFriends.org.

We hope to hear from you!

ANN WADE, President
Friends of the Fallbrook Community Center
A non-profit 501(c)3

Non-Profit Booth Application

If you wish to participate, please fill out the information below and return to the Fallbrook Community Center located at **341 Heald Lane, Fallbrook, CA 92028, Attn: Official Fallbrook Tree Lighting**. You may also scan in your form with signature and attach it to an e-mail to: fallbrook.community.center@sdcounty.ca.gov.

Non Profit Name: _____ Tax ID: _____

Contact Name: _____ Phone Number: _____

E-mail: _____ Organization Website: _____

Table Activity Description: _____
(i.e. art and craft, face painting, temporary tattoos, pens/pencils etc.)

Fundraising Item(s): _____

*Due to health regulations, no food/consumable item(s) may be offered at booths except for items which are pre-packaged from a licensed vendor or from a licensed home kitchen with a copy of the cottage permit available at your booth during the event.

Payment Methods (please check one):

*In order to be in compliance with state tax laws, no item(s) can be directly "for sale". All fundraising items must be offered using one of the methods below and must be approved by the event organizer to avoid duplication.

- 1) For suggested donation of \$ _____
- 2) Free with a minimum donation of \$ _____
- 3) Free with membership sign up
- 4) For sale in the amount of \$ _____

- a. I agree to obtain a one-day sellers permit and submit it to the Fallbrook Community Center office no later than Wednesday, October 31, 2018, or I forfeit my right to sell merchandise or goods at the Tree Lighting event on Friday, November 30, 2018. _____ (initial here)
- b. Permit information can be obtained here: <https://www.boe.ca.gov/electsrv/esrvcont.htm>.

___ I/We agree to pay \$20 to participate in the event. Please make checks payable to: **Friends of the Fallbrook Community Center**.

Will you need a table and two chairs on the day of (please check one): ___ Yes ___ No (no tents or canopies please)

Optional Donation (write amount /item(s) here): \$ _____

Please note the following:

- Participation is juried. Space is limited. Filling out this form does not guarantee a space for your non-profit at this event. You will receive a confirmation that your application has been accepted and will be provided with instructions for the day of.
- Organizations need to bring their own non-flammable light source (i.e. camping light, battery LED holiday lights etc.). Feel free to make your booth festive!
- We ask that all organizations be respectful of the diversity of backgrounds and faiths of all participants at this public event.

LEGAL RELEASE: This form with authorized signatures releases the Friends of the Fallbrook Community Center (A nonprofit) and The County of San Diego, as well as these entities' Officers, Agents, Employees and Volunteers from all liability for your non-profit's participation in this event which specifically includes your members. This also acknowledges that your group is responsible for your own insurance and tax reporting issues for donations you bring in.

OFFICE SIGNATURE

DATE

APPROVED BY (office use only)

DATE