

Mary Bridge Brigade Guild Event Information Form

Guild _____

Contact Person _____
Phone _____
Email _____

Event Name _____

Entry / Ticket Price _____

Event Day _____ Event Date _____, 20____ Event Time _____

Event Location _____
(building name) (street address) (city) (zip code)

Permits, Etcetera: Check all that apply. Refer to Mary Bridge Brigade Policies and Procedures for details.

LIQUOR: Banquet Permit Special Occasion License (**60 day notice required**)

FOOD HANDLING: Food Handling (if not catered) Catering

RAFFLE: Raffle (Members Only or Public)

RESELLER PERMIT: List qualified items to be purchased.

Marketing Plan: Check all that apply.

- General Marketing Publications MultiCare Intranet
- Bulk Mail (Postcards / Invitations) Marketing Items (posters, banner, tablecloths)
- MultiCare Printing Services (free or low cost printing – posters, flyers, invitations)
- Credit Card Processing Terminal: Quantity Requested _____
 Phone Line or Internet (both requires cord) MUST VERIFY WITH VENUE
- Other _____

Event Details for Advertising (online & printed): The Mary Bridge Brigade Marketing Committee will review all items to ensure that the proper print guidelines are used for the Mary Bridge Brigade logo and the approved nomenclature is used for Mary Bridge Children's Hospital.

Guild Event Information will be reviewed by the MBB Projects Committee Chair.

When the event has been approved the Guild Contact Person will be contacted.

Questions? Contact Whitney Faulkner at the Mary Bridge Brigade Office, Mon-Wed-Fri

253-403-1427 marybridgebrigade@multicare.org

Approval Date _____

Mail or fax this form to: Mary Bridge Brigade
PO Box 5299 | MS: 311-1-MBB
Tacoma, WA 98415-0299 Fax: 253-403-4763

Requirements at a Glance

Please review the Mary Bridge Brigade Policies and Procedures for complete instructions.

LIQUOR – If liquor is to be present at the event,

1. Refer to the Mary Bridge Brigade Policies and Procedures regarding Liquor to determine if a Special Occasion or Banquet Permit is required.
2. Notify the Projects Committee Chair **before** applying for a Special Occasion permit. Mary Bridge Brigade is limited to *twelve* Special Occasion Permits annually.
3. Guilds are responsible for required fees.

FOOD HANDLING – If food will be served at the event,

1. Refer to the Mary Bridge Brigade Food Worker's Card (FWC) Policy.
2. A Temporary Food Service Permit is required:
 - a. For a food establishment that operates at a fixed location for a period of time not more than 21 consecutive days in conjunction with a single event or celebration such as a fundraiser.
 - b. Individuals or groups planning to hold events that are open to the public must obtain a permit.
3. Contact your local Health Department for permits and local requirements.

RAFFLES – If you will sell tickets for a raffle at the event,

1. Refer to the Mary Bridge Brigade Raffle as a Fundraising Event Procedure.
2. Mary Bridge Brigade holds a Raffle License with the Washington State Gambling Commission based on raffle income limits. Raffle income must be tracked by the Mary Bridge Brigade Office throughout the year to keep in compliance and avoid penalties or a revoked license.
3. Liquor cannot be raffled by a licensed organization such as Mary Bridge Brigade.
4. A copy of the Raffle License must be posted at the raffle drawing. These are available through the Mary Bridge Brigade Office.
5. Fill out and submit a Raffle Activity Report for **every** raffle, whether it is members only or public. This includes guild, Annual and Council meetings.
6. Instructions for completing the Raffle Activity Report and recordkeeping are listed on the back of the report.

RESELLER PERMIT – If you would like to purchase items without paying sales tax,

1. A Reseller Permit can only be used if the items to be purchased are going to be resold at a fundraising event, or used as a component of something you are making to be resold.
2. A Reseller Permit cannot be used for raffle or auction items, or a component of a raffle or an auction item.