

Event Agreement

Please review the following and contact us at info@petsandfriends.org with any questions.

Event contact

- Provide an event contact to oversee the event who can provide navigational support, answer any questions our volunteers may have and advise volunteers which areas they are permitted to be in with their therapy pets.

Event space

- The host will provide a safe space for our pet therapy teams. This can be either a designated room or an area with roped off entrances and exits (stanchions recommended) that will help to control the number of participants. In addition, a good floor surface for dogs (e.g.: carpeted area, tiled floors or an area with non-skid floor mats), good ventilation and limited traffic/reasonably quiet atmosphere.
 - Please note: Participation is reserved only for Pets and Friends' pet therapy teams. Other pets are not permitted in the designated area during the session. Thank you for your understanding.

Volunteer parking and/or reimbursement

- Complimentary parking must be provided for volunteers (i.e.: validated, cash reimbursement, license plates in advance, free on-site parking (within reasonable distance to the event)). Please advise how this will be provided.

Consents or disclosure

- Where applicable, the host will a) obtain any required written authorization from participants before the visit in case of allergies or other health issues, permission forms or parental consent and/or b) ensure the establishment, department or building approves of the logistics of the event (i.e.: liability of having therapy pets on site) and/or are comfortable with the idea of having therapy pets on the premises.
- Photo consents are the responsibility of the organizing host.

Cancellation policy

- If an event is canceled or the date is changed by the requesting organization; Pets and Friends requires a minimum of 1 week's notice. We will work towards a mutually agreeable solution.
- If for unforeseen reasons the scheduled number of pet therapy teams unexpectedly cannot make the event and Pets and Friends has been unsuccessful in getting replacements; we may need to work

with less than the planned number of teams or reschedule the event. This could be due to volunteer team illness or family emergencies.

Feedback

- The host is responsible for notifying Pets and Friends regarding any issue(s) that arise(s) as a result of the visit that requires attention or resolution.
- If a volunteer, therapy pet or participant feels unsafe, threatened or is asked to disregard Pets and Friends policies for any reason, the event may be terminated immediately.
- Pets and Friends may provide a feedback form for completion to event contact or participants.

Use of logo and/or promotional materials

- Pets and Friends appreciates the use of our logo where possible. Please inquire for a debrief on the use of and a copy of our logo, and send any event-related advertising or promotional materials such as flyers, posters, social media posts and blog posts before releasing for review and approval. We can support you by providing limited images and templated announcements.

Request form

- A completed, detailed event request form on our website. When completing the form, consider these details as final for the event. Any changes to and/or additional event details must be submitted a minimum of 2 weeks prior to the date of the event. Inability to provide all of the event details and/or making last minute changes to the event may result in the event being delayed or canceled; however, we will do our best to accommodate.

By reading this agreement, you understand that all details need to be finalized no later than 2 weeks prior to the date of the event.