



Lighthouse Charity Team  
"People Helping People"  
281-482-9400  
P.O. Box 3528  
Galveston, TX 77552

The Lighthouse Charity Team is a 501C3 Non-Profit Organization that provides volunteers and cooking equipment for causes that benefit the Galveston County area during disasters and community-building efforts.

**AGREEMENT BETWEEN: LIGHTHOUSE CHARITY TEAM ("LCT") AND**

\_\_\_\_\_  
Event Organizer

**THIS AGREEMENT** is made on and takes effect the \_\_\_\_ day of \_\_\_\_\_ 20\_\_

**EVENT NAME:** \_\_\_\_\_

**EVENT LOCATION:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **SERVING TIME:** \_\_\_\_\_

**EVENT CONTACT:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ARTICLE 1: LCT RESPONSIBILITIES**

**LCT SHALL PROVIDE THE FOLLOWING BY THE FOOD SERVICE COUNT PROVIDED BY EVENT ORGANIZERS PER ARTICLE 2:**

- a. AGREED on FOOD PREPARATION EQUIPMENT NECESSARY TO DO THE EVENT IN A PROFESSIONAL MANNER
- b. PROVIDE THE FOLLOWING MEAL:
  - (1) ENTRÉE \_\_\_\_\_
  - (2) SIDE \_\_\_\_\_
  - (3) SIDE \_\_\_\_\_
  - (4) BREAD \_\_\_\_\_
  - (5) CONDIMENTS \_\_\_\_\_
  - (6) DRY GOOD ITEMS \_\_\_\_\_
  - (7) SPECIAL NOTES: \_\_\_\_\_

DRINKS: TEA\_\_\_ WATER\_\_\_ LEMONADE\_\_\_ SOFT DRINKS\_\_\_ OTHER\_\_\_

## ARTICLE 2: EVENT ORGANIZER'S RESPONSIBILITIES

- a) LCT LOGO AND INFORMATION ON ALL PRINTED, SOCIAL MEDIA, BANNERS, SPONSORSHIP, NEWSPAPER, AND TELEVISION ADVERTISING.
- b) VOLUNTEER ASSISTANCE TO BE PROVIDED BY ORGANIZERS \_\_\_\_\_
- c) PROVIDE THE INITIAL FOOD SERVICE COUNT WHEN CONTRACT IS SIGNED \_\_\_\_\_
- d) PROVIDE THE FINAL FOOD SERVICE COUNT NO LATER THAN 7 DAYS BEFORE THE EVENT \_\_\_\_\_

## ARTICLE 3: CONTRACT PRICE AND PAYMENT OBLIGATIONS

- a) THE CONTRACT PRICE SHALL BE EITHER:  
A FLAT RATE OF \$ \_\_\_\_\_ OR  
A PER PLATE RATE OF \$ \_\_\_\_\_ /PLATE FOR THE # OF SERVINGS PROVIDED ACCORDING TO ARTICLE 2, ITEM c).  
OR  
A RATE TO BE DETERMINED AFTER THE COMPLETION OF THE EVENT
- b) PAYMENT SHALL BE DUE ON OR BEFORE THE DAY OF THE EVENT BUT NO LATER THAN 10 BUSINESS DAYS after that.
- c) FAILURE TO PAY AS AGREED ABOVE SHALL BEGIN ACCRUING LATE FEES AS FOLLOWS:
  - a. Past 11 Business days – 5%
  - b. Past 20 Business Days - 10% and Potential Termination of LCT Future Support

**IN WITNESS of which**, the parties hereto have executed this Agreement by persons authorized by LCT and Event Organizers, respectively.

**EVENT REPRESENTATIVE**

**LCT REPRESENTATIVE**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Lighthouse Charity Team does not charge for our volunteer labor and equipment. Please consider making an additional donation to help us provide these services. <https://lighthousecharityteam.com/donations/>

