

Tavern Dine to Donate Rules:

- A Dine to Donate application and the organization's 501(c)(3) form must be submitted for approval at least 5 weeks in advance of Dine to Donate event.
- Upon application approval, Tavern and the benefitting organization will determine a date for the organization's Dine to Donate day at one Tavern location. This will usually be a Monday, Tuesday or Wednesday. The date is based on availability and potential business volume.
- 15% of food and beverage sales (non-inclusive of tax or gratuity) that are associated with the organization's Dine to Donate day will go toward the benefitting organization.
- Gift card payments or gift card sales do not apply.
- In order for a guest's charges to benefit the organization, the guest must give the organization's approved Dine to Donate flier created by Tavern to their server. The only approved flier is the one that Tavern creates for the Dine to Donate event.
- Both dine-in and carryout orders are eligible.
- Reservations are based on availability and business volume. Even though it is the organization's Dine to Donate Day, space cannot be guaranteed. It is suggested that reservations be made far in advance for the best opportunity to secure reservations. Guests may also sit at the bar, although we don't take reservations for bar seats.
- A check will be made out to the benefitting organization from the Tavern Hospitality Group for 15% of the total food & beverage sales (non-inclusive of tax, gratuity, gift card payment or gift card sales) brought in by the organization and its supporters. It will be mailed to the organization within one month after the event is over.
- All responsibility for promoting the Dine to Donate Day lies with the organization.
- Organization members may not solicit Tavern guests in any way. For instance, organization members may not distribute fliers or promote their event at the Tavern or on the Tavern's property. If organization members solicit Tavern guests, the organization's Dine to Donate Day will be cancelled with no funds being given back to the organization. It is the responsibility of the organization to generate business/attendees by reaching out to their own members and supporters, rather than soliciting Tavern guests.
- If the organization displays posters, only do so on property that has been approved by the property owner.
- If the organization fails to generate a minimum of \$500 in food and beverage sales non-inclusive of tax and gratuity, the 15% value going to the organization will be in the form of a Tavern gift card instead of a check. Tavern gift cards are valid for food and beverage at all Tavern Hospitality Group locations, excluding Tavern Mile High and Tavern Ballpark.

Tavern Responsibilities:

- Create an electronic PDF flier and poster personalized with the organization's name, Dine to Donate Day information and instructions. Email the flier and poster to organization for organization to print and distribute.
- Relay the total donation amount to the organization within one week after the event.
- Mail the check or Tavern gift card within one month after the event.

Organization Responsibilities:

- Complete and submit Dine to Donate application.
- Submit valid 501(c)(3) form.
- Promote event.
- Print and distribute vouchers/fliers/posters to members and supporters.
- Instruct attendees to bring the organization's Dine to Donate flier with them in order to have their sales benefit the organization.