



Dear Participant Sponsor,

We are excited to partner with you and your organization. Your car wash has been scheduled for Sunday, _____ from 10 am to 1 pm. We hope that the use of our company's premises and supplies will be beneficial in your fund raising activity. It is our understanding that this is a charitable sponsored event. Our insurance company requires a certificate of insurance from your organization to be on file for our records prior to receiving the pre-sale tickets. The insurance must be for at least \$1M Garage Liability OR \$1M General Liability + Non-Owned Auto Liability (as an alternative). Moss Bros Toyota must be named as an additional insured with a certificate sent in advance to Moss Bros Toyota at 12630 Motor Way, Moreno Valley, CA, 92555 or fax to (951) 485-4142 or email to casey@mosssavings.com. If your insurance agent has any questions, they can contact me. Some non-profits have the availability of single event insurance, which is fine as long as it meets the above requirements.

Your safety is of primary concern to us and we also want this event to run smoothly for you. Due to this, we require a minimum of 4 adults over age 21 to be present during the entire time of the car wash. We also need at least 8 youths to wash the vehicles. There should not be more than 8 children for every 2 adults. Any persons not affiliated with your group or purchasing a car wash are prohibited from the car wash area. Only adults over 21 years old with current driver's licenses and insurance policies are allowed to drive any vehicles into the car wash area. There is a 3 mph speed limit on our lots and a 25 mph speed limit within the Auto Mall, make sure all of your participants follow these speed limits. Our insurance company also require hold harmless releases from the adults and parent permission slips for the youth. You will find these forms enclosed with this letter. They need to be brought the day of the event.

Parking for the car wash participants will be on Motor Way in front of the Toyota Dealership. Please do not park in customer parking. Ask any employee and they will guide you to the right place. Please see attached map.

There is no need to arrive early to prepare for the event. You will need to bring posters that tell of your car wash for your youth who wish to advertise in front of our dealership. Make sure they stay on the sidewalks or our lawn when they advertise and not out in the street. Please see attached map for details. **Please ask your students and adults to wear closed toes shoes – no sandals. This is a place of business, so please no bathing suits. Please follow the attached dress code policy. Also advise your students not to wear belt buckles, rings or other apparel that may scratch a vehicle. Please advise the students that if a chamois is dropped on the ground, it must be thoroughly rinsed or it will scratch the vehicles. See attached washing do's and don'ts.** Lastly, please know how many tickets you are selling. If you sell 500 tickets, please be prepared to wash 500 vehicles within the 3 hours.

We have also had organizations cancel after we have scheduled dates and printed tickets. This is costly and hurts other organizations that wanted the date for their event. Please do not cancel or we will have to ask for non-refundable deposits.

Please fill out the attached Day of Event Supervisor form for your organization. Please call me with any questions. We're more than happy to do this, and we commend you for all your time in working with the youth of our community.

Wishing you the best of success for your fundraiser,

Casey Moss-King
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