

DONATION/SPONSORSHIP REQUEST FORM

Request form must be received 30 days prior to the event for consideration. Please be aware that because of the nature of our business, we are always being asked to discount or donate our services, so we are forced to put budgetary restrictions on our donations. Donations are on a first-come, first-serve basis. Annual events often submit requests one year in advance.

Contact Name _____ Event Date(S) _____

Billing Address _____

Phone # _____ Cell # _____ Fax # _____

Event Name (Please attach any relevant event information with form): _____

Benefitting Organization _____

Event Location/Address _____

Tax Exemption ID # (Please Attach A Copy Of Certificate) _____

A quote must accompany this form for approval. Please fill in the financial amount or percentage requested. Please complete only the blanks that apply.

Payment: _____ Donation: _____ Sponsorship: _____ Trade: _____

TERMS AND CONDITIONS OF DONATIONS/SPONSORSHIPS:

Marianne's Rentals for Special Events has a limited budget for donations and sponsorships. All organizations requesting a donation or sponsorship, monetary or otherwise, must fill out a Donation/Sponsorship Request Form (DSR Form). The DSR Form will be reviewed by Marianne's Rentals for Special Events. All DSR Forms must be received at least 30 days prior to the event for consideration. If your donation request is approved, you must adhere to the following:

- Security deposits and signed contracts are required at the time of the reservation. Security deposits are based on the total due.
- Additions may require a new approval form and quote.
- Request forms will be approved or denied within 10 days of submission. Your request may be partially approved.
- Pictures before and during your event must be submitted within 30 days of the event.

We view any events that we donate to or sponsor as a partnership to benefit both parties. How will Marianne's Rentals for Special Events benefit from sponsoring this event? Please list any considerations including media. Attach additional pages if necessary. Proof of these considerations from the event must be provided to Marianne's Rentals for Special Events within 30 days of the event.

I agree to the terms and conditions and wish my donation request to be considered. I understand that if the terms and conditions are violated the contracted party is responsible for the amount sponsored and/or donated.

SIGN: _____ PRINT: _____ DATE: _____