

# MARIANNE'S RENTALS

## *Special Event Solutions*

### EVENT SPONSORSHIP APPLICATION

*Form must be received 30 days prior to the event for consideration, incomplete submissions will not be reviewed. 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 distributed on a first-come, first-serve basis and are subject to blackout periods as well as other qualifications. Annual events often submit requests one year in advance. Sponsorship may be contingent upon exclusive rental booking and other factors.*

Contact Name: \_\_\_\_\_ Payee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Benefitting Organization: \_\_\_\_\_ Professional Involvement (circle):

Event Name/Descriptor: \_\_\_\_\_ Planner Photographer Other

#### LIST RELEVANT EVENT PROFESSIONALS INVOLVED

**A complete reservation or quote must accompany this form for approval.** Please fill in the dollar amount OR percentage requested. Complete only the blanks that apply to your request. Requests may be partially approved.

*State your event budget for rental items*

Payment: \_\_\_\_\_ Donation: \_\_\_\_\_ Sponsorship: \_\_\_\_\_ Trade: \_\_\_\_\_

We view any events that we donate to or sponsor as a partnership to benefit both parties. How will Marianne's Rentals benefit from sponsoring this event? Please list any considerations including media. **Attach additional pages, media kits and sponsorship forms if available.**

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Marianne's Rentals has a limited budget for annual sponsorships. All organizations requesting a donation or sponsorship, monetary or otherwise, must fill out a Sponsorship Application for review by our executive team. Applications will be approved or denied within 10 business days of submission. If your application is approved, your signature indicates agreement of the following terms:

- Security deposits and signed contracts are required at the time of the reservation. All terms of the rental contract remain in full force and effect.
- Additional requests for any reason may require a new approval form and quote.
- Pictures before and during your event must be submitted 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 balance due of the amount sponsored and/or donated.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## *Special Event Solutions*

**IN HOUSE USE ONLY**

**SUBMIT TO MARKETING FOR REVIEW**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Submission Method:

Email  
Fax

Mail  
Walk In

**REQUIRED ATTACHMENTS:**

- A complete copy of a bid or reservation for specific items requested
- Event Media Kit or Sponsorship Information, if available

**ESSENTIAL EVALUATION:**

Timely Submission:	<b>Y</b>	<b>N</b>	Date Availability:	<b>Y</b>	<b>N</b>
Complete Submission:	<b>Y</b>	<b>N</b>	Budget Availability:	<b>Y</b>	<b>N</b>

**SUBJECTIVE EVALUATION:** YES, NO, NOTES OR MORE INFO REQUIRED

Reasonable Request:

Industry Involvement:

Community Compatibility:

Relationship Builder:

**MKTG/PR APPROVAL**      **Y**      **N**

\_\_\_\_\_

signature

**SUGGESTIONS/NOTES**

**GM APPROVAL**      **Y**      **N**

\_\_\_\_\_

signature

**SUGGESTIONS/NOTES**

CONTINGENCIES, REQUIREMENTS, TERMS OF APPROVAL

**RESPONSE DATE** \_\_\_\_\_

**METHOD**

phone      person      email

**OWNER APPROVAL**      **Y**      **N** \_\_\_\_\_

signature

\_\_\_\_\_

signature