



# Don's Rental, Inc. / Party Peddler

## Donation & Sponsorship Request Form



**Contact Name:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_  
**Event Name** (Please attach any relevant event information with form): \_\_\_\_\_

**Benefiting Organization:** \_\_\_\_\_

**Event Location/Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Tax Exemption ID No.** (Please attach a copy of certificate) \_\_\_\_\_

**501(C)3 Certificate if Applicable** (Please attach) \_\_\_\_\_

**Items Requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Terms and Conditions of Donations/Sponsorships:** Don's Rental, Inc. has a limited budget for charitable donations. All organizations requesting a donation or sponsorship, monetary or otherwise, must fill out a Donation/Sponsorship Request Form (DSR Form).

**All DSR Forms must be received at least 28 days prior to the event for consideration.**

The DSR form will be reviewed by the owners of Don's Rental and, if approved, a reduced fee for your request will be offered. All donations & sponsorships will be evaluated on a case-by-case basis for approval.

If your donation request is approved, you must adhere to the following:

- A credit card is required on all reservations & orders for security and damage purposes
- A signed order confirmation sheet must be received 14 days prior to the event. Additions must be approved.
- If order is cancelled less than 14 days prior to the event you will be charged 25% of the regular rental value as a cancellation fee.
- In order to provide a discount/donation full payment must be received prior to event or upon delivery of your order.
- Don's Rental must be mentioned in any print media associated with event and a copy for the media sent to Don's Rental.
- If appropriate for the event a Don's Rental banner will be provided for display.
- Don's Rental **does not** donate delivery or set up fees and may charge applicable cleaning and/or labor charges.
- If the above criteria is not met, your donation amount will be forfeited and your credit card will be charged to equal the full retail rental price.

I agree to the terms and conditions and wish my donation request to be considered:

\_\_\_\_\_

Print Name

Signature

Date