

## DONATION/SPONSORSHIP REQUEST FORM

Contact Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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

Benefitting Organization: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Exemption ID No. (Attach Multi-Jurisdiction Form DR 0563 ) \_\_\_\_\_

501 C Certificate if Applicable (Attach Certificate)

Items Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Terms and Conditions of Donations/Sponsorships:** Arapahoe Rental 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). The owners of Arapahoe Rental will review the DSR Form. All DSR Forms must be received at least 28 days prior to the event for consideration. 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 reservation must be received 14 days prior to the event. Additional items must be approved.
- If order is cancelled less than 14 days prior to the event you will be charged 25% of the regular rental rate 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.
- Arapahoe Rental must be mentioned in any print media associated with the event and a copy for the media sent to Arapahoe Rental.
- If appropriate for the event, an Arapahoe Rental banner/flag will be provided for display.
- Arapahoe Rental does not donate delivery and set up fees and may charge applicable cleaning and/or labor charges.
- The owners of Arapahoe Rental will evaluate all DSR Forms on a case-by-case basis for approval.
- If the above criteria are not met, your donation amount will be forfeited and your credit card will be charged equal to the full retail rental rate.

**I agree to the terms and conditions and wish my donation/sponsorship request to be considered**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date