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Party Rentals

**Donation/Sponsorship Request Form**

We have developed this form to address all donation requests we receive fairly. This allows us to plan and assist as many non-profit organizations as possible. Please understand that even following our donation guidelines to the letter does not guarantee you will receive the requested donation. All donation requests are carefully processed and discussed by our team for thoughtful consideration. Someone will reach out to you within a week from submitting application with our decision.

***Please take a moment to review our Donation guidelines.***

1. All donation requests must be received a minimum of 2 weeks prior to the requested event date. There are no exceptions.

2. We have the right to determine the product that you will receive. We try to accommodate your needs, but please realize we do have limitations.

3. Tents are not eligible for Full Donations, but may be partially donated at a discounted rate (very limited). **ANY tent requests MUST be submitted NO LATER THAN 60 Days prior to event.**

4. Southwest Hospitality Party Rentals will donate up to one time per calendar year to an organization.

5. Your tax-exempt certificate number (501c3) is required for our records for each request submitted.

**Thank you for taking the time to review the above Guidelines.**

**We appreciate your compliance.**

In order to help us expedite your donation procedure, please complete this form in its entirety. Please feel free to also include any other documentation on your organization and event that may help us in our decision. Thank you.

Name of your organization:

Contact Name/Title:

Contact Phone #:

Contact E-mail:

Organization Phone #:

Mailing address:

Non-profit Tax ID #:

Summarize your organizations Focus (i.e. shelter, education, Healthcare):

Name of Event?

Event Date(s):

Event Location:

Type of Event (i.e. Festival, Auction, Banquet):

Est. # of Attendees: \_\_\_\_ Is this an Annual Event? \_\_ \_ Starting when? \_\_\_\_\_

How will Funds Raised be used?

What type of donation/items are you requesting?

What type of advertising are you planning to promote this event?

In exchange for our support, are you willing to (check as many as possible):

\_\_\_\_\_ Provide Southwest Hospitality Party Rentals a sponsorship equal to the value of the donation

 Provide Southwest Hospitality Party Rentals with a table or attendee tickets equal to the value of the donation

 \_\_\_\_\_ Logo on flyers, banners, t-shirts and/or other promotional materials

 Permit Southwest Hospitality Party Rentals to publish a press release recognizing our support of your event, after approval from your organization

 Permit Southwest Hospitality Party Rentals to mention and/or showcase pictures about the event/sponsorship in their marketing material or on social media, after approval from your organization

 Additional Comments:

Signature:

 Date:

 *FOR INTERNAL USE ONLY:*

*Donation given: Date given:*

*Processed by:*

*Value:*

*Comments:*