



DONATION/SPONSORSHIP REQUEST FORM

Request Form must be received at least 28 days prior to the event for consideration

CONTACT NAME _____ EVENT DATE(S) _____

EVENT NAME (Please attach any relevant event information with form): _____

BENEFITTING ORGANIZATION _____

EVENT LOCATION/ADDRESS _____

MAILING ADDRESS _____

PHONE NUMBER _____ CELL _____ FAX NO. _____

TAX EXEMPTION ID NO. (Please attach a copy of certificate) _____

ITEMS REQUESTED _____

PLEASE CHECK ONE: PICK UP _____ DELIVERY (See below) _____

Terms and Conditions of Donations/Sponsorships: Herriott's Rents Tents Events 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. The DSR Form will be reviewed by a committee of Herriott's Rents Tents Events. **All Donation/Sponsorship Request Form 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 orders for security damage purposes
- A signed order confirmation sheet must be received 14 days prior to the event
- Changes/Cancellation of order can be made up to 14 days prior to the event (if the order includes a tent or any major items) and 48 hours prior to the event for smaller items – Additions must be approved
- If order is cancelled less than 14 days prior to the event (if the order includes a tent or any major items) and 48 hours prior to the event for smaller items, ordering customer will be charged 50% of the regular rental value as a cancellation fee
- Herriott's Rents Tents Events must be mentioned in any print media associated with event and a copy of the media sent to Herriott's Rents Tents Events
- If appropriate for the event, an Herriott's Rents Tents Events banner will be provided for display
- Herriott's Rents Tents Events **does not** donate delivery fees and may charge any applicable cleaning and/or labor charges
- All donations will be evaluated on a case by case basis for approval

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

Print name

Signature

Date



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