



Donation/Sponsorship Request Form
Request form must be submitted at least 28 days prior to the event for consideration.

Contact Name _____ Event Date(s) _____

Event Name (Please attach any relevant information with this form) _____

Benefitting Organization _____

Event Location/Address _____

Mailing Address _____

Phone Number _____ Cell _____ Fax _____

Tax Exemption ID No. (Certificate of Tax Exemption MUST be attached) _____

Items Requested _____

Please Check One: Pick Up _____ Delivery (see below) _____

Terms and Conditions of Donations/Sponsorships: Dan D Party Corner has a limited budget for charitable donations. All organizations requesting a donation or sponsorship, monetary or otherwise, must fill out a Donation/Sponsorship Request (DSR) Form. The DSR Form will be reviewed by a committee of Dan D Party Corner. **All Donation/Sponsorship Request Forms must be submitted 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; all additions must be approved
- If order is cancelled less than 14 days prior to the event, ordering customer will be charged 50% of the regular rental value as a cancellation fee.
- Dan D Party Corner must be mentioned in any print media associated with the event and a copy of the media must be sent to Dan D Party Corner
- If appropriate for the event, a Dan D Party Corner banner will be provided for display
- Dan D Party Corner **does not** donate delivery or other labor fees and may charge any applicable cleaning/labor charges
- All donations must 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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