



Hoosier Tent & Party Rentals

10142 E. County Road 200 S.

Avon, IN 46123

317-272-9746

317-707-7534 fax

www.hoosiertent.com

DONATION/SPONSORSHIP REQUEST FORM

Request Form must be received at least 30 days prior to the event for consideration.

EVENT DATE(S) _____

CONTACT NAME _____ EMAIL ADDRESS _____

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 REQUESTING _____

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

Terms and Conditions of Donations/Sponsorships: Hoosier Tent and Party Rentals 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 Hoosier Tent and Party Rentals. **The Donation/Sponsorship Request Form must be received at least 30 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 30 days prior to the event.
- Changes/Cancellation of an order can be made up to 30 days prior to the event.
- If the order is cancelled less than 30 days prior to the event the ordering customer will be charged 100% of the regular rental value as a cancellation fee.
- Hoosier Tent and Party Rental must be mentioned in any print media associated with event and a copy of the media sent to Hoosier Tent and Party Rental.
- If appropriate for the event, a Hoosier Tent and Party Rental banner will be provided for display.
- Hoosier Tent and Party Rental **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