



DONATION/SPONSORSHIP REQUEST FORM

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:** _____

Tax Exemption ID No. (Please attach a copy of certificate) _____

501 C Certificate if Applicable (Please attach)

Items Requested: _____

Terms and Conditions of Donations/Sponsorships: Event Fence Construction 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 DSR Form will be reviewed by the owners of Event Fence Construction. **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 order confirmation sheet must be received 14 days prior to the event. Additions must be approved.
- If order is cancelled less than 14 days prior to the event you will be charged 25% of the regular rental value as a cancelation fee.
- In order to provide a discount/donation full payment must be received prior to event or upon delivery of your order.
- Event Fence Construction must be mentioned in any print media associated with event and a copy for the media sent to Event Fence Construction.
- If appropriate for the event a Event Fence Construction banner will be provided for display.
- Event Fence Construction **does not** donate delivery or set up fees and may charge applicable cleaning and/or labor charges.
- All donations will be evaluated on a case by case basis for approval.
- The DSR form will be reviewed by the owners of Event Fence Construction and a reduced fee for your request will be offered.
- If the above criteria is not met, your donation amount will be forfeited and your credit card will be charged to equal the full retail rental price.

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

Print Name

Signature

Date