



APPLICATION FOR DONATION

MUST BE SUBMITTED 30 DAYS IN ADVANCE

As a small rental business, we receive donation requests weekly. Due to the large number of requests received each year, we have decided that it would be more beneficial to be a small part of many events rather than a large part of only a few. The max donation given will be 10% discount off your rental items. We ask that all request are turned in and approved 30 days prior to the event date.

GENERAL INFORMATION

Date: _____

Name of Organization: _____

Address: _____ City: _____ County: _____ State: ____ Zip: _____

Organization Phone Number: _____

Contact Person: _____ Phone: _____ Email: _____

THE EVENT

Name of Event: _____

Event Date(s): _____ Time: _____ Est. # of Attendees: _____

Location: _____

Address: _____ City: _____ County: _____ State: ____ Zip: _____

Annual Event? _____ Since what year? _____

Type of Event: _____

How does this event benefit your community? _____

How do you intend to promote the event? _____



THE DONATION (10% DISCOUNT)

Type the equipment needed and quantities requesting:

Tables: _____ Chairs: _____ Linens: _____ Tents: _____ Staging: _____

Other: _____

Do you have a key/major participating sponsor? _____ If yes, who? _____

Has the organization previously requested donation/discount from Create A Scene Events? _____

Date of last request? _____ Was the request granted? _____ If yes, what amount? _____

YOUR ORGANIZATION

Is the organization Tax Exempt under IRS Code Section 501(c)3? _____

Please enclose a copy of your organization's IRS letter stating the Tax Exempt 501 Status

Tax Exempt Number: _____

Legal Name of Organization: _____

What rental company(s) does the organization currently use? _____

What is the mission, or purpose, of the organization? _____

Signature of Applicant: _____ **Date:** _____

Print Name of Applicant: _____

CREATE A SCENE EVENTS
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