

DONATION REQUEST FORM

from Best Event Rental

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BEFORE COMPLETING THIS FORM, PLEASE READ...

We stock a wide variety of rental items and merchandise applicable to "Special Events." As a result, we receive an exceptional number of requests for contributions. For proper fiscal management of our business, the terms and conditions listed below are necessary. We respect the time and effort you are providing for your event, and we will carefully consider your request.

TERMS & CONDITIONS:

1. Requests must be for the benefit of a worthy service or charitable cause, as determined by us.
2. The following requests WILL NOT be approved:
 - a. By or for one organization, group, or purpose in excess of one request per year
 - b. For the benefit of a religious organization
 - c. For an event with a "for-profit" organization or business as the prime sponsor
 - d. For items stocked in limited quantities and/or seasonal items requested during applicable seasons.
3. Our standard delivery and/or pick-up fees will be charged, if such service by us is requested or required.
4. Rental items must be returned in the same condition as received, ordinary wear and tear excepted. Standard repair, cleaning, or replacement costs will be charged when applicable. All parts and accessories must be returned with each rental item or our standard rental charges (at full rates) will accrue after the final day of your event.
5. Sales of merchandise purchased at discounted prices are final. No refunds or exchanges will be granted.

STANDARD DISCOUNTS OFFERED:

Normal - 15% or *Special* - 20% with contribution acknowledgments in applicable programs, posters, ads, etc.

EVENT INFORMATION - We will **NOT** call you with our decision. **YOU must contact us.**

Please allow 7 days before contacting us. We will review our contribution budget and make a decision as soon as possible.

1. Today's Date: _____ Latest date you need our decision: _____

2. Name the organization, group or purpose to receive the benefits of your event:

3. Identify yourself and your organization:

YOUR NAME: _____ YOUR PHONE NUMBER: _____

YOUR TITLE: _____ YOUR EMAIL: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

4. If this is a fundraiser, what is your goal? \$ _____ Last year's results \$ _____

5. If this is a service event, describe the service to be performed:

6. If this is a charity event, describe how the funds raised will be used:

7. If this is an activity (ex: 5K race), describe the activities to take place.

8. What is the name of your event? _____

9. Date of Event: _____ Start Time: _____ End Time: _____

10. Location of Event: _____

11. Indicate ways you can/will acknowledge our contribution:

None Programs Posters T-Shirts TV Ads Print Ads Radio Ads

12. Will you need us to supply you with our logo for acknowledgment? Yes No

13. Enter the quantity and description of rental items or merchandise being requested. Please be as specific as possible. All of our inventory can be seen on our web site at www.bestevent.com. Please refer to 2/d in our *Terms & Conditions* which would include tents, dunk tanks, inflatables and certain other seasonable rental items which are not eligible for discount or donation.

Quan.	Item Description	Approved?	By	Discount
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

14. Additional comments or information:
