

1080 Lavern Circle  
Hendersonville, TN 37075

P: 615.822.4392 F: 615.822.3011  
800.660.7761



### **APPLICATION FOR DONATION/DISCOUNT**

Liberty Party Rental takes great pride in supporting the communities we serve. Please find attached Liberty Party Rental's donation/discount application. All applications must be submitted a minimum of 8 weeks prior to your event date to be properly reviewed and appear on our agenda. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. The Donation Committee will consider your application and you will receive a written decision within four weeks of being submitted.

Our donation/discount request form is brief and specific; please fill it out completely so that the pertinent information we need is readily available. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due the high volume of requests that we receive this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please mail your completed application to the address below. Verbal requests or faxed applicants will not be considered.

If you need assistance in completing this form, please call 615-822-4392.

Liberty Party Rental  
Attn: Julie W. Hurst  
1080 Lavern Circle  
Hendersonville, TN 37075



## Donation/Discount Form

### GENERAL INFORMATION

Date \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Organization Phone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

### THE EVENT

Name of Event \_\_\_\_\_  
Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Est. # of Attendees \_\_\_\_\_  
Location \_\_\_\_\_  
Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_  
Type of Event (i.e. dinner, festival, fun run) \_\_\_\_\_  
How does this Event benefit our community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
How do you intend to promote the Event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### THE DONATION

What type of donation/discount is requested? Donation of equipment? \_\_\_\_\_ Or Discount? \_\_\_\_\_  
Type of equipment needed and quantities requesting?  
\_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Concession Items  
\_\_\_\_\_ Glassware \_\_\_\_\_ Flatware \_\_\_\_\_ China  
\_\_\_\_\_ Tents \_\_\_\_\_ Staging \_\_\_\_\_ Dance Floor  
\_\_\_\_\_ Linen \_\_\_\_\_ Other

Will Liberty Party Rental be promoted with the Event if a donation or discount is provided? \_\_\_\_\_  
If yes, in what manner? \_\_\_\_\_

Is camera-ready artwork needed? \_\_\_\_\_ If yes, by what date (min 30 days) \_\_\_\_\_

In exchange for any approved donation or discount, would your organization be willing to do any of the following:

- \_\_\_\_\_ Provide Liberty Party Rental a sponsorship equal to the value of the donation
- \_\_\_\_\_ Provide Liberty Party Rental a table or attendee tickets equal to the value of the donation
- \_\_\_\_\_ Provide Liberty Party Rental the attendee list with contact information
- \_\_\_\_\_ Recognize Liberty Party Rental from the podium during your event
- \_\_\_\_\_ Liberty Party Rental is permitted to publish a press release recognizing our support of your event, after approval from your organization
- \_\_\_\_\_ Liberty Party Rental is permitted to mention and/or showcase pictures about the event/sponsorship in their marketing materials, after approval from your organization

**NOTE: Liberty Party Rental requests for a copy of all final marketing collateral used in the promotion of the event.**

Do you have a major or presenting sponsor? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Please list up to 3 other sponsors, and type or amount of their donation/discount:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

Has the organization previously requested a donation/discount from Liberty Party Rental? \_\_\_\_\_

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**

Non-profit Taxpayer’s ID Number \_\_\_\_\_ Legal Name of Organization \_\_\_\_\_

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

What is the mission statement, or purpose, of the organization? \_\_\_\_\_

\_\_\_\_\_

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a “common bond” (i.e. families with preschool children, etc.)? If so, what group(s)?

\_\_\_\_\_

\_\_\_\_\_

What percentage of each of the following groups does the organization serve?

\_\_\_\_\_ % low-income \_\_\_\_\_ % moderate-income \_\_\_\_\_ % middle & upper income families

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant