



Phone: 615.822.4392

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IT'S ALL IN THE DETAILS.

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 complete the following application and be sure to sign at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to 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 email your completed application to info@libertypartyrental.com. Verbal requests will not be considered.

If you need assistance in completing this form, please call 615.822.4392.



DONATION/DISCOUNT FORM

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GENERAL INFORMATION

Today's Date: _____ Name of Organization: _____
Address: _____
City: _____ State: _____ Zip: _____ Organization Phone: _____
Contact Person: _____ Contact 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, race): _____
How does this Event benefit our community? _____

How do you intend to promote the Event? _____

THE DONATION

Quantities of rentals requesting? Please list specific styles below.

_____ Tables _____ Chairs _____ Concession Items _____ Linen
_____ Glassware _____ Flatware _____ China _____ Dance Floor
_____ Tents _____ Staging
_____ Other _____

Will Liberty Party Rental be promoted with the event if a donation or discount is provided? ____ Yes ____ No

If yes, in what manner? _____

Please list or attach sponsorship levels available for in-kind donations:

Is the Liberty Party Rental logo needed? ____ Yes ____ No If yes, by what date? _____

Are any additional marketing materials needed from us? ____ Yes ____ No If yes, by what date? _____

DONATION/DISCOUNT FORM (CONT.)

In exchange for any approved donation or discount, would your organization be willing to agree to 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 material or on social media after approval from your organization

NOTE: Liberty Party Rental requests 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 ORGANIZATION'S IRS LETTER STATING 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