



**DONATION/SPONSORSHIP REQUEST FORM**

EVENT NAME \_\_\_\_\_ EVENT DATE(S) \_\_\_\_\_

EVENT LOCATION/ADDRESS \_\_\_\_\_

BENEFITTING ORGANIZATION \_\_\_\_\_

CONTACT NAME(S) \_\_\_\_\_

PRIMARY PHONE NUMBER \_\_\_\_\_

SECONDARY PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TAX EXEMPTION ID NO. \_\_\_\_\_

PLEASE CHECK ONE: (READ BELOW)  PICK UP  DELIVERY

Terms and Conditions of Donations/Sponsorships: Busylad Rent-All 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 Busylad Rent-All. **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 orders for security damage purposes.
- A signed order confirmation sheet must be received 14 days prior to the event.
- Changes/Cancellation of order can be made up to 14 days prior to the event (if the order includes a tent or any major items) and 48 hours prior to the event for smaller items-**additions must be approved by owner.**
- If the order is cancelled after the allotted time (above), the customer will be charged 50% of the regular rental value as a cancellation fee.
- Busylad Rent-All must be mentioned in any print media associated with the event and a copy of the media sent to Busylad Rent-All.
- If it's appropriate for the event, a Busylad banner/flag will be provided for display.
- Busylad Rent-All **does not** donate delivery fees and may charge any applicable cleaning and/or labor charges to the customer.
- All donations will be evaluated on a case by case basis for approval.

\_\_\_\_\_ I agree to the terms and conditions and wish for my request to be considered.

Name \_\_\_\_\_ Date \_\_\_\_\_