



**DONATION / SPONSORSHIP REQUEST FORM**

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

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

BENEFITING ORGANIZATION \_\_\_\_\_

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

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

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

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

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

TAX EXEMPTION ID No. \_\_\_\_\_

PLEASE CHECK ONE (READ BELOW)     PICK UP         DELIVERY

Terms and conditions of donations/sponsorships: Dixie Rents 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 Dixie Rents. 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 (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.
- Dixie Rents must be mentioned in any print media associated with the event and a copy of the media sent to Dixie Rents.
- Dixie Rents 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 basis for approval.

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

X \_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE