



220 N. Crescent Way #N - Anaheim, CA 92801
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714-491-1200 office

Donation/Sponsorship Request Form

Request form must be received in our office at least 30 days in advance of your event

See Page 3 for Terms & Conditions

Organization/Company Name: _____

Contact Person & Phone Number: _____

Address: _____

Contact Email Address: _____

Organization Web Site: _____

How many years has this event taken place: _____ Is this an annual event? _____

Event Location: _____

Event Date(s): _____

Tax ID/Non profit# (please attach copy): _____

How many people will benefit from this contribution & how will they benefit?

What strength or feature does this group bring to the community?

Describe the marketing plan for this event & donor recognition.

How many people will be attending this event? _____

Who are the other sponsors? _____

What will be happening at this event? (dinner, auction, fashion show, etc.)?

List of Rental Items Requested (with quantities):

Qty	Item description

Terms & Conditions of Donations/Sponsorship

This form must be completed and received in our office at least 30 days prior to your event date.

The receipt of this form does not guarantee reservation of items or status of discount.

All organizations requesting a donation, sponsorship, monetary or otherwise, must fill out a Donation Request form. The form will be reviewed by the owners and you will be notified once a decision is made.

Due to a limited budget there is no guarantee and Emmanuel Party Rentals may not be able to fulfill your donation request. We cannot guarantee the same level of donation from year to year.

Please fill out this form and include any literature regarding your event/organization.

If your donation request is approved, you must adhere to the following:

- 1.) A Credit card is required on all orders for security damage purposes.
- 2.) A Signed Invoice/Contract must be received 14 days prior to the event.
- 3.) Changes/Cancellations of order can be made up to 14 days prior to the event for large items and 48 hours for small items - any additions must be approved.
- 4.) If your order is cancelled within 14 days of delivery a 50% cancellation fee will apply.
- 5.) Emmanuel Party Rentals, LLC. Must be mentioned in any print media associated with event and a copy of the media sent to Emmanuel Party Rentals.
- 6.) Emmanuel Party Rentals, LLC. Does not donate delivery and may charge any applicable cleaning and/or labor charges.
- 7.) All donations will be evaluated on a case by case basis for approval.

I agree to the terms & conditions and wish my donation request to be considered.

Print Name:

Signature:

Date: