BURNS
Special Events

Application for Donation/Discount
Must be submitted <u>30</u> days in advance
Please Email completed application to **HANNAH@BURNSRENTALS.COM**
or fax it to (574)257-2600.

General Information:

Date_____

Name of Organization_____

Address_____

City _____ County_____ State_____ Zip_____

Organization Phone Number_____

Contact Person_____ Phone Number_____

The Event:

Name of Event_____

Date(s)_____ Time_____

Estimated number of Attendees_____

Location_____

Annual Event?_____ Since What Year?_____

Type of Event(i.e. dinner, festival, show ect.)_____

How does your Event benefit our community? _____

How do you intend to promote the Event?_____

The Donation:

What type of donation/discount is requested?

Donation of equipment? _____   Discount?_____

Type of equipment needed and quantities requested?

Tables_____ Chairs_____ Concession items_____

Glassware_____ Flatware_____ China_____ Tents_____

Staging_____ Other_____

Will Burns Rent-Alls be promoted at the Event if a donation or discount is provided? _____

If yes, in what manner? _____

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

- _____Provide Burns Rent-Alls a sponsorship equal to the value of the donation
- _____Provide Burns Rent-Alls a table or attendee tickets equal to the value of the donation
- _____ Provide Burns Rent-Alls the attendee list with contact information
- _____Recognize Burns Rent-Alls from the podium during your event
- _____ Burns Rent-Alls is permitted to mention and/or showcase pictures about the event/sponsorship in their marketing materials

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 Burns Rent-Alls?_____

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, or purpose of the organization?_____

Does the organization primarily serve a particular group? If so what group(s) _____

_____

Signature of Applicant_____ Date_____

Print Name of Applicant _____