

BURNS

Special Events

Application for Donation/Discount

Must be submitted 30 days in advance

Please Email completed application to AMELIA@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 _____