



APPLICATION FOR DONATION/DISCOUNT

Please find attached *Coastal Rental Center* donation/discount application. All applications must be submitted a **minimum of 6 weeks** prior to your event date to be properly reviewed and bring to our board meeting. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. Our board will consider your application and you will receive a written decision within 3 weeks of being submitted.

Our donation/discount request form is brief and specific; please fill it out **completely** so that the pertinent information we need is readily available. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to the high volume of requests that we receive this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please mail your completed application to the address below. **Verbal requests or faxed applicants will not be considered.**



GENERAL INFORMATION

Date:
Name of Organization:
Address:
City: County: State: Zip:
Organization Phone Number:
Contact Person:

THE EVENT

Name of Event:
Date(s): Time: Est.# of Attendees:
Location:
Annual Event? Since what year?
How do you intend to promote the Event:

THE DONATION

What type of discount is requested?.....
Type of equipment needed and quantities requesting?

Delivery required: yes or no Time delivered by:
Pick up requires: yes or no Time picked up by:

Will *Coastal Rental Center* be promoted with the Event if a donation or discount is provided?
if yes, in what manner?

Is camera-ready artwork needed? If yes, by what date (minimum 30 days)

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

- ___ Provide Coastal Rental Center a sponsorship equal to the value of the donation
- ___ Provide Coastal Rental Center a table or attendee tickets equal to the value of the donation
- ___ Provide Coastal Rental Center the attendee list with contact information
- ___ Recognize Coastal Rental Center from the podium during your event
- ___ Submit press releases recognizing Coastal Rental Center support of your event



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 Coastal Rental Center?.....

If yes, Date of last request: What the request granted? If yes, what amount?.....

YOUR ORGANIZATION

Is the organization Tax Exempt *under IRS Code Section 501©3?*

PLEASE ENCLOSE A COPY OF YOUR ORGANIZATION’S IRS LETTER STATING THE TAX EXEMPT 501 STATUS

Non-profit Taxpayer’s I.D. Number?

Legal Name of Organization:

PLEASE ENCLOSE A COPY OF CERTIFICATE TAX EXEMPTION

What rental company(s) does the organization currently use?

What is the mission statement, or purpose, of the organization?

.....
.....

Signature of Applicant

Date

Print Name of Applicant

Please complete the forms *for Coastal Rental Center* as soon as possible.

We require everything to be complete and returned to Coastal Rental Center 30 days prior to the event date to determine your discount.

Discounts range from 10% up to 33%.

Thank you,
Yuni, Discount Coordinator

OFFICE USE ONLY

Discount: Approved _____ Denied _____

Approved Discount Amount: ___10% ___20% ___25% ___33%

Approved by: