



## Donation Request Form

We value the relationships we have formed with our customers and the community in which we do business. We take pride in the fact that we are able to give back to the community and to those customers that have supported us through the years as well as to the charitable organizations that we have aligned ourselves with. Although we give extensively, a lot of our funds are committed. We require the information below in order to evaluate any donation/sponsorship request and only accept requests with this completed form.

- All donation requests must be submitted at least 30 days prior to the date needed.
- You will be notified via e-mail if we are able to honor the request.

Name of organization: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Website: \_\_\_\_\_

Tax id#: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

What is the Cause/Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

70 Galli Drive • Novato, CA 94949 • T (415) 413-4450 • F (415) 927-9106

[www.big4party.com](http://www.big4party.com)

Location: \_\_\_\_\_

Are there any other Event Rental Companies involved with this Event? \_\_\_\_\_

How will you note our involvement in requesting this donation the event: \_\_\_\_\_

What are you looking for us to donate: (If you are requesting an in-kind donation or equipment discount, please submit to our sales office a "request for quote" for the equipment that you are looking for a donation/ discount on. E-mail us at [sales@big4party.com](mailto:sales@big4party.com) or call (415) 413-4450. Please note your quote number here)

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Why are you requesting this donation/discount?

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Please provide a brief description of your organization and who will this request benefit:

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