



Mailing: PO Box 667 Patterson NY 12563
Showroom: 1707 Route 6, Carmel NY 10512
ph. 845-225-9200 fax 845-225-3853
www.rentaparty.com

Donation/Sponsorship Request Form

Contact Name: _____ Event Date(s): _____
Event Name: _____
Benefitting Organization: _____
Mailing Address: _____
Phone #: _____ Cell: _____ Fax: _____
Tax Exemption # (Please attach a copy of certificate): _____
501 C Certificate if Applicable (Please attach)
Items Requested: _____

Terms and Conditions of Donations/Sponsorships: Cartwright & Daughters has a limited budget for charitable donations. All organizations requesting a donation or sponsorship, monetary or otherwise, must fill out a Donation/Sponsorship Request Form. The DSR Form will be reviewed by the management of Cartwright & Daughters. **All DSR Forms must be received at least 28 days prior to the event for consideration.** If your donation request is approved, you must adhere to the following:

- A credit card is required on all reservations & orders for security and damage purposes.
- A signed order confirmation sheet must be received 14 days prior to the event. Additions must be approved.
- If order is cancelled less than 14 days prior to the event you will be charged 25% of the regular rental value as a cancelation fee.
- In order to provide a discount/donation full payment must be received prior to event or upon delivery of your order.
- Cartwright must be mentioned in any print media associated with the event and a copy of that media is to be sent to Cartwright.
- If appropriate for the event a Cartwright banner will be provided for display.
- Cartwright does not donate delivery or set up fees and may charge applicable cleaning and/or labor charges.
- All donations will be evaluated on a case by case basis for approval.
- The DSR form will be reviewed by the management of Cartwright and a reduced fee for your request may be offered.
- If the above criteria are not met, your donation amount will be forfeited and your credit card will be charged to equal the full retail rental price.

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

Print Name

Signature

Date