



DONATION/SPONSORSHIP REQUEST FORM

Request Form must be received at least 28 days prior to the event for consideration.

CONTACT NAME _____ EVENT DATE(S) _____

EVENT NAME (Please attach any relevant event information with form): _____

BENEFITTING ORGANIZATION _____

EVENT LOCATION/ADDRESS _____

MAILING ADDRESS _____

PHONE NUMBER _____ CELL _____ FAX NO. _____

TAX EXEMPTION ID NO. (Please attach a copy of certificate) _____

ITEMS REQUESTED (please be specific) _____

PLEASE CHECK ONE: PICK UP _____ DELIVERY (See below) _____

Terms and Conditions of Donations/Sponsorships: Herriott's Rents Tents Events 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 a committee of Herriott's Rents Tents Events. **All Donation/Sponsorship Request Form 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 orders for security damage purposes
- A signed order confirmation sheet must be received 14 days prior to the event
- Changes/Cancellation of order must be made in accordance with our Cancellation Policy. Please see attached sheet for more information.
- Herriott's Rents Tents Events must be mentioned in any print media associated with event and a copy of the media sent to Herriott's Rents Tents Events
- If appropriate for the event, a Herriott's Rents Tents Events banner will be provided for display
- Herriott's Rents Tents Events **does not** donate delivery fees and may charge any applicable cleaning and/or labor charges
- All donations will be evaluated on a case by case basis for approval

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

Print name

Signature

Date



Rents • Tents • Events

217-356-9713

www.herriotts.com

Thank you for considering Herriott's Rents Tents Events! We look forward to help you create your perfect event.

Please keep in mind that when you confirm your order, we reserve our rental inventory for your special event. It will not be available for any other customer, on the date of your event, unless you indicate otherwise. Please refer to our cancellation policy below if you need to cancel part, or all, of your order once it's confirmed.

Cancellation Policy

- Herriott's requires a **50% non-refundable deposit** to reserve orders.
- Entire orders cancelled within 14 calendar days of pickup or delivery will be subject to a 100% cancellation charge of the entire invoice.
- Reduction in numbers of individual rental items may be requested in writing 15 days or more prior to pickup or delivery.
- Reduction in numbers of individual rental items requested within 14 calendar days of pickup or delivery will be charged a restocking fee of 100% of the rental items being reduced.
- Final payment of entire invoice is due 14 days prior to pickup or delivery. Reservation will be cancelled in the event of non-payment.
- For qualifying refunds, if you paid by credit card the 3% credit card fee will be retained. Credit card refunds are given by check only.

Transfer Policy

- If you need to move your reservation to another date, we do that one time as a courtesy as long as it is done **15 days** prior to the arrival date.
- If we are unable to setup your tent due to extreme weather, you may transfer your reservation to a date within one year of originally scheduled event, if the item(s) and date are available.