



PARTYPLACE

Donation Request Form

The Party Place is proud to support and assist non-profit and local fund raising events in the community. In order to evaluate and process requests we ask that you completely fill this form out and accompany it with a cover letter clearly explaining your requested donation and the benefit to the community. This form needs to be submitted three (3) weeks prior to your request date.

Name of Group/Charity _____

Tax ID/Non-Profit Status _____

Mailing Address Street _____

City _____

State _____ Zip _____

Phone _____ Email _____

Contact Person _____

Position with Organization _____

Email _____

Item/Items Requested _____

Date of Event _____ Do you need delivery _____

Office Use

Approved _____ By _____