



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

Terms and Conditions of Donations/Sponsorships: South Jersey Party Supply 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 (DSR Form). The DSR Form will be reviewed by the owners of South Jersey Party Supply. **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 orders for security damage purposes
- A signed order confirmation sheet must be received 14 days prior to the event
- Changes/Cancellation of order can be made up to 14 days prior to the event (if the order includes a tent or any major items) and 48 hours prior to the event for smaller items –
- Additions must be approved
- If order is cancelled less than 14 days prior to the event (if the order includes a tent or any major items) and 48 hours prior to the event for smaller items, ordering customer will be charged 50% of the regular rental value as a cancellation fee
- South Jersey Party Supply must be mentioned in any print media associated with event and a copy of the media sent to SJ Party Supply.
- If appropriate for the event, an SJ Party Supply banner will be provided for display
- SJ Party Supply **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