



Brentwood Party Rentals  
2610 Empire Ave  
Brentwood, CA 94513  
(925) 240-1275  
[www.brentwoodpartyrentals.com](http://www.brentwoodpartyrentals.com)

## APPLICATION FOR DONATION OR DISCOUNT

Please find attached **Brentwood Party Rental's (BPR)** donation / discount application. Please note that we receive a great many requests, but so that we can review your request with the attention it deserves, it's important that you complete the attached application and mail it to us no less than **8 weeks prior to your event.**

Include a cover letter with specifics regarding your event. Any literature is appreciated as well. BPR is limited within our budget each year, so not all Applicants can be served. Our goal with this process is not only to benefit your cause, but to establish future business with attendees or supporters of your event. If you can help us with this opportunity, it will enhance our consideration of your request.

Please Note" All applications must be mailed to: Brentwood Party Rentals 2610 Empire Ave, Brentwood, Ca 94513. No other form of communication will be considered. Once we have reviewed your application, we will contact you with our decision or proposal.

**GENERAL INFORMATION**

Date:

Name of Organization:

Address: City: County: State: Zip:

Organization Phone Number:

Contact Person Phone:

Contact Email

**THE EVENT**

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Est. # of Attendees: \_\_\_\_\_

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

Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_

How do you intend to promote the Event? \_\_\_\_\_

**THE DONATION**

What type of donation / discount is requested? Donation of equipment? \_\_\_\_\_ Or Discount? \_\_\_\_\_

Will Brentwood Party Rentals be promoted with the Event if a donation or discount is provided? \_\_\_\_\_ If yes, in what manner? \_\_\_\_\_

\_\_\_\_\_ Is camera-ready artwork needed? \_\_\_\_\_? If yes, by what date (minimum 30 days) \_\_\_\_\_

In exchange for any approved donation or discount, would your organization be willing to do any of the following?:

\_\_\_\_\_ Provide Brentwood Party Rentals a sponsorship equal to the value of the donation

\_\_\_\_\_ Provide Brentwood Party Rentals a table or attendee tickets equal to the value of the donation

\_\_\_\_\_ Provide Brentwood Party Rentals the attendee list with contact information

\_\_\_\_\_ Recognize Brentwood Party Rentals from the podium during your event

\_\_\_\_\_ Submit press releases recognizing Brentwood Party Rentals' support of your event

Do you have a major or presenting sponsor? If yes, who? Please list up to 3 other sponsors, and type or amount of their donation / discount:

1. \$
2. \$
3. \$

Has the organization previously requested a donation / discount from Brentwood Party Rentals? Date of last request: Was the request granted? If yes, what amount?

**YOUR ORGANIZATION**

Is the organization Tax Exempt under IRS Code Section 501(c)3? \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR ORGANIZATION'S IRS LETTER STATING THE TAX EXEMPT 501 STATUS**

Non-profit Taxpayer's I.D. Number? \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

What rental company(s) does the organization currently use? \_\_\_\_\_

What is the mission statement, or purpose, of the organization? \_\_\_\_\_

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a "common bond" (i.e. families with preschool children, etc.)? If so, what group(s)?

\_\_\_\_\_

What percentage of each of the following groups does the organization serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ % low-income

\_\_\_\_\_ % moderate-income

\_\_\_\_\_ % middle & upper income families

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant