



## **Application for Discount/Donation**

Thank you for choosing Williams. Your event is important to us and we appreciate the opportunity to work with you. Due to the high volume of requests for discounts/donations we receive, we require you to review and submit this form. This procedure is the most efficient way for your request to be reviewed for consideration.

Following is the *Application for Discount/Donation Form*. In order to give your request the attention that it deserves we request that all applications must be completed and submitted a minimum of 8 weeks prior to your event. Please include any literature that you may want us to review and/or a brief cover letter highlighting the purpose of your event and how Williams can be of service. Once the form is completed, please email it to [Erica Lucca](#). If your request is approved, no changes are allowed to your order.

Discounts/Donations cannot be guaranteed from year to year. You must resubmit a new application with each request. This program is part of our annual Marketing Budget. As such, we would appreciate the opportunity to develop future business with both the attendees and supporters of your event. Any assurance that you can provide us this opportunity will influence our consideration of your request.

Thank you for your cooperation and we look forward to working with you.

**ORGANIZATION INFORMATION**

**WILLIAMS**

Name of organization:

Is the organization Tax Exempt under **IRS Code Section 105(c)3**? Yes No

**If yes, please include a copy of your organization's IRS tax exempt status letter.**

Legal name of organization:

Non-Profit Taxpayer's I.D. Number:

Address: City: State: Zip:

Phone: Email: Fax:

Contact person: Phone: Email:

What is the Mission statement, or purpose, of the organization:

What rental company does the organization currently use?

**EVENT INFORMATION**

Name of event:

Purpose of event:

Date(s): Time: Location: Annual event? Yes No If yes, year started? Estimated # of attendees:

Who will attend?

How do you intend to promote the event?

**DISCOUNT/DONATION INFORMATION**

\*Discount on rental order? Yes No If so, what percentage?

\*Donation of equipment? Yes No **\*NOTE: A list of desired equipment must accompany this request.**

Equipment will be: Will-called Delivered Delivery Date Pick Up Date

Will Williams Party Rentals be promoted at the event if a discount/donation is provided? Yes No  
If yes, how?

In exchange for a discount/donation, would your organization be willing to do any of the following:

**(mark all that apply)**

- Provide Williams Party Rentals a sponsorship equal to the value of the donation
- Provide Williams Party Rentals a vendor table or attendee tickets
- Provide Williams Party Rentals the attendee list with contact information
- Recognize Williams Party Rentals during your event as a sponsor
- Submit press releases recognizing Williams Party Rentals support of your event

Other Event Professionals participating:

Will another rental company be at the event? Yes No If yes, which one

Has the organization previously requested a discount/donation from Williams Party Rentals?  
Yes No If yes, date of last request?

Signature of Applicant

Date