



Application for Discount/Donation

PLEASE NOTE: All applications must be completed and submitted a minimum of 8 weeks prior to your event. Requests made with less than 8 weeks' notice will not be considered.

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*. 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 marketing@willparty.com. 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

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