



# EAGLE RENTAL

## Donation Form

Every year, Eagle Rental is strongly involved with organizations and community events throughout the local area. Although we would love to help every organization with their cause, our requests exceed our capabilities. In order to help us better choose which events we are capable of sponsoring, this form must be filled out by all who are seeking a donation. Eagle Rental will evaluate each request and determine whether or not we are capable of making a donation. Thank you for understanding and choosing Eagle Rental for your rental needs.

Please submit this form a minimum of 4 weeks prior to the event date.

Event Name & Date: \_\_\_\_\_

\*please attach any event literature that you may want us to review and/or a brief cover letter with your intentions and goals

Event Location/Address: \_\_\_\_\_

Benefitting Organization: \_\_\_\_\_

Tax Exempt ID NO. \_\_\_\_\_ (please provide a copy of Certificate)

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please List Items Requested and Quantity:

How will donation be used (silent auction, fundraiser, prize, etc.): \_\_\_\_\_

Please check one: Pick-up \_\_\_\_\_ Delivery \_\_\_\_\_

**Terms and Conditions of Donations:**

-Eagle Rental does not donate delivery and set-up/tear-down fees and may charge any applicable cleaning and/or labor charges.

-A credit card is required for all orders for security/damage purposes.

-Donations cannot be guaranteed from year to year, organizations must resubmit a form with each new request.

\_\_\_\_\_I agree to the terms and conditions and wish for my request to be considered

Signature:\_\_\_\_\_Date:\_\_\_\_\_

**Submit Completed Form to:**

-info@eaglerentalcenter.com

-Fax: 717.336.0975

-Mail to 1327 North Reading Road Stevens, PA 17578

**Eagle Rental Use Only:**

Contract Number:\_\_\_\_\_

Date of Reservation:\_\_\_\_\_

Donation Value:\_\_\_\_\_