



322 Thain Rd
Lewiston, Id 83501
ph: 208.746.4246

222 N. Main St.
Moscow, Id 83843
ph: 208.883.4246

email: event@hahnrental.com

APPLICATION FOR DONATION / DISCOUNT

All organizations/groups requesting a donation or discount of significant value (i.e. donations of more than \$30.00 value or discounts greater than 5%) must submit this form in order to be considered. Please fill out the attached donation/discount application form in it's entirety and return to Hahn Rentals **at least 30 days** prior to your event date. We understand your commitment and dedication to your organization and in order to give your request the consideration it deserves, we must require this lead time for adequate study.

Please include any literature that you may want us to review or a brief cover letter highlighting your intentions and/or goals for this event. Please print or type the application, and be sure to sign at the bottom.

Because donations cannot be guaranteed from year to year, organizations must resubmit this application with each new request. Due to the extremely high volume of requests we receive each season, this form is the most expedient way for you to present your request and have it properly reviewed.

This program is part of our yearly marketing and advertising budget, and as such we have reasonable expectations that any approved donations will afford us the opportunity to develop future business with either attendees or supporters of your event. Any assurances that you can provide us with this opportunity will enhance our consideration of your request.

Please mail or email this completed form to one of the addresses above. When your application is received, you will be notified by email that your request has been forwarded for consideration.

We appreciate your taking the time to fill out this form and submit it for review so we can best serve our community organizations and events.

General Information

Date: _____

Name of Organization: _____

Address: _____

Organization Phone Number: _____

Contact Person: _____ Phone: _____

Contact Email: _____

The Event

Name of Event: _____

Date(s): _____ Time: _____ Est. # of Attendees: _____

Location: _____

Is This An Annual Event?: _____ Since What Year?: _____

How do you intend to promote this event?: _____

The Donation

What type of donation / discount is requested?:

Donation of Equipment?: _____

Or Discount?: _____

Please attach a formal quote from Hahn Rentals listing equipment and/or services requested

Will Hahn Rentals be promoted with the event if a donation or discount is provided?: _____

If Yes, in what manner?: _____

Are any logos/artwork/photos needed for planned promotions?: _____

If Yes, by what date?: _____

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

_____ Provide Hahn Rentals a sponsorship equal to the value of the donation

_____ Provide Hahn Rentals a table or attendee tickets equal to the value of the donation

_____ Provide Hahn Rentals the attendee list with contact information

_____ Recognize Hahn Rentals as a contributor in an announcement during the event

_____ Feature Hahn Rentals in any promotional advertising prior to the event

_____ Feature Hahn Rentals on promotional materials at the event

Do you have a major or presenting sponsor?: _____ If yes, who?: _____

Please list up to 3 other sponsors, and the type or amount of their donation/discount:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Has your organization previously requested a donation/discount from Hahn Rentals?: _____

Date of last request: _____ Was the request granted?: _____

If yes, what amount was granted?: _____

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 companies does this 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 group with a "common bond" (i.e. families with preschool children, etc.)? _____

If so, what groups?: _____

Signature of Applicant

Date

Print Name of Applicant