## CHARITY/NON-PROFIT DONATION REQUEST

Before you proceed with making your formal request, please note the following about all donation requests. 60 days minimum notice is required and it may take up to seven days to respond to requests. We're excited to collaborate with our clients to bring your events and projects to life!

We love partnering with our clients to bring your projects to life and happily consider discounted orders as part of a charity or nonprofit event, under the following guidelines:

- Delivery and set up fees will apply in most cases (if services are requested).
- Mention of Arden Event Collective as a collaborator in any published content. Including social media, blog content, vendor website, and any published editorial features.
- Arden is to receive both web and high-resolution images of Arden product in use.
- Arden is to receive invitations in the form of ticket(s) or table to the event
- Arden must receive a copy of your 501(C)3 form

\*Additional trade requirements may apply depending on the scope of your request.

Please fill out the following fields and email completed form as well as a list of requested rental items and quantities to info@ardeneventco.com

Company Name	Last name, First name
Address	Phone Number
Company website	Email
Event Date:	Location:
Event Description:	
Tell us more about your event. Who or what cause does the event benefit?	
What are you requesting? O Discounted Rentals O Trade O Sponsored Event What items are are you requesting?	
Client agrees to provide Arden Event Collective with credit on any and all publication platforms, including social media, and high-resolution images of the event or photoshoot	