



## Donation Request Form

Thank you for inviting Elite Events & Rentals to work with your organization. Giving back to our community is very important to us! Since we have quite a few requests for donations, we are limited in what we are able to provide.

To ensure that we have adequate time to review your application and availability of items, all forms must be submitted at least six weeks prior to event. Should donation request be accepted, the following items are required:

- A valid photo ID
- Credit card for any items that may become lost or damaged
- Verification of your being a non-profit organization

Any items donated must be picked up at our warehouse located at 13818 Wright Cir. Tampa, FL 33626 Monday thru Friday 8:30am-5:00pm. Please review the attached form and fill it out completely. Form may be sent via Fax (813)-343-4262 or Email

[Sales@EliteEventsandRentals.com](mailto:Sales@EliteEventsandRentals.com) **Please send any additional info on your event attached to this request** Completion and/or submission of this form does not guarantee a donation.

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

Billing Address: \_\_\_\_\_

City, St, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Request: \_\_\_\_\_

Date of Event: \_\_\_/\_\_\_/\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**For use by Elite Events & Rentals:**

Date Received: \_\_\_/\_\_\_/\_\_\_ Approved By: \_\_\_\_\_ Value: \_\_\_\_\_