



67 Suttle Street, Durango, CO. 81303
(970) 259-6009
Fax (970) 259-9658
www.durangopartyrental.com

Dear Applicant,

Thank you for asking Durango Party Rental to participate in your upcoming fundraising event. We are sure that all of your diligent work will make your event a successful and profitable one for your organization.

As a party rental business in Durango, DPR receives daily requests for donated goods and services from the many non-profit organizations doing so much good for our community. In order to address these requests fairly, we have developed our Community Assistance Program. Enclosed is an application for you to complete. Once completed, please return this to us for consideration. Our management team evaluates these requests on a case by case basis. Therefore your request form must be submitted to us a minimum of **thirty (30)** days prior to your event either by mail, fax, email or in person. This time requirement is to help ensure that we have the requested items available and that we have the resources to accommodate your petition.

Please be aware that this program is part of our annual marketing and advertising budget. As such, we must have reasonable expectations that this donation will afford us opportunities to develop future business with either attendees at your event or supporters of your organization. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

The Four Corners is comprised of incredibly generous people and Durango Party Rental is proud to be a part of this community. We hope your event will be produced flawlessly and meet all of your expectations.

Sincerely,
Jon Sigillito



Date: _____ Contract #: _____

Name of Non-Profit Requesting Assistance: _____

Phone: _____ Fax: _____ Email: _____

Name of Event: _____ Date of Event: _____

Location of Event: _____ Fund-Raising Goal: _____

Event Caterer: _____ Event Coordinator: _____

Other vendors involved with the event: _____

Funds raised will be used for: _____

Number of Invitations to be mailed: _____

Expected Attendance: _____ Attendance at last year's event: _____

Please attach a list of the committee producing event (including names and phone numbers) including the Underwriting Committee):

List the products/services you would like Durango Party Rental to provide:

In exchange for this support would you be willing to do any of the following:

- Provide DPR a sponsorship equal to the value of the donation
- Provide DPR a table or attendee tickets equal to the value of the donation
- Provide DPR the attendee list with contact information
- Arrange a minimum of 3 appointments for a DPR representative with a potential new client from either your board or committee list
- Recognize DPR from the podium during your event
- Submit press releases recognizing DPR's support of your event
- Provide DPR a space for signage

Signature of responsible party: X _____

ALL REQUESTS MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO YOUR EVENT. COMPLETED APPLICATIONS MAY BE MAILED, FAXED, E-MAILED OR DROPPED BY OUR OFFICE IN PERSON.