

Kimberley City Bakery Donation Application Form



Office Use Only

Approved

110

DONATION

Your complete application must be returned before December 31, 20__ in order to be considered. A tax receipt and a letter of acknowledgement are also mandatory from the charity. **BY APPLYING, YOU ACKNOWLEDGE THAT YOU WILL MEET THESE REQUIREMENTS.**

Please read all guidelines before submission

Applying Date: Event Date: Pick up Date:

Organization:

*Not for Profit Status Number: *Please attach documentation

Address:

Your Name: Position:

Daytime Phone: Alternate Phone:

Email:

1. Mission statement of organization:

2. Description of event:

3. How many people will attend this event?

4. How will Kimberley City Bakery be acknowledged for this event?

5. Requesting (check one): Gift Certificate Food
 Other (Please Describe):

6. Describe how the donation will be used:

7. Has your organization received donations in the past from the Kimberley City Bakery? Y N
(If yes, what was the date you received your donation? __D__ / __M__ /20__)

Terms & Conditions of Donation/Sponsorship: Kimberley City Bakery has a limited budget for charitable donations. All organizations requesting a donation or sponsorship, monetary or otherwise, MUST fill out a Donation Request Form. The form will be reviewed by the owners of Kimberley City Bakery. All forms MUST be received before December 31 for the next year event for consideration. If your donation request is approved, you must adhere to the following:

1. A damage deposit is required on all orders for security, and damage purposes.
2. If your order is cancelled with 48 hours of event, a 50% deposit for the order will be charged to the organization.
3. Kimberley City Bakery must be mentioned in any print media associated with the event and a copy of media sent to the Kimberley City Bakery.
4. Kimberley City Bakery MUST approve all use of its name and logo prior to production.
5. If it is appropriate for the event, a Kimberley City Bakery banner/flag will be provided for display.
6. Kimberley City Bakery does not donate delivery fees and may charge any applicable cleaning and/or labour charges to the customer.

All donations will be evaluated on a case by case basis for approval.

Name: Date:

_____ I agree to the terms and conditions and wish for my request to be considered.