



Discount or Sponsorship Request Form

Thank you for your interest in working with Event Essentials for your event rental needs.

We carefully review and consider all discount and sponsorship requests using the following guidelines:

- Requests for discount or sponsorship over the phone or in person will be redirected to complete this form.
- Request reviews will consider the organization's ability to offer exposure for Event Essentials at the event.
- All regular rental policies and rental contract terms apply, including the deposit policy. *(Frequently Asked Questions and Contract Terms are available upon request.)*
- Event Essentials accepts Mastercard, Visa, American Express, and Discover. We do not accept checks within two weeks of the out date.
- Labor and delivery services are not eligible for discounts.

Organization Name: _____ Today's Date: _____

Name of Event: _____

Type of Event: _____ Expected Attendance: _____

Event Date: _____ Event Date: _____

Event Location: _____

Event Coordinator Name and Phone Number: _____

Event Coordinator Email Address: _____

Requested Rental Pick Up Date: _____

Requested Rental Return Date: _____

Has Event Essentials supported this organization or event in the past?

Briefly describe any plans to recognize or provide exposure for Event Essentials at this event:

Please submit requests to **Robert Copley**:
6485 Blanchar's Crossing Windsor, Wisconsin 53598
Email: robert@eventessentials.com
Fax: 608-846-5428

A response can be expected within 10 business days of receipt of the request.

Please note that all requests will be evaluated in the context of cost, labor and equipment availability, geographic relevance to market area, and the company's exposure / image.

Elevate how you celebrate