

## PLEASE READ (and then keep) THIS NOTICE

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Gerken Rental stocks a wide variety of rental items and merchandise for all types of special events. As a result of this extensive inventory and the fact that our rental items are already in “used” condition, we receive an exceptional number of requests for contributions.

We respect time and effort you are providing for your event, and we will carefully consider your request. However, to prevent and misunderstandings, please carefully read sections **A** and **B** of our **Request for Contribution** form for more information, including our policy on requests that are universally not eligible for consideration.

To allow us to keep proper operational and financial control, we must review our advance reservations, our work schedule, and our contribution budget before we can make a decision on your request. Please allow one week before contacting us.

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### **Important:**

We will **NOT** call you with our decision.

**Allow one week from today, which is            and then call us**

**at 913-294-3783 or [info@gerkenrental.com](mailto:info@gerkenrental.com).**

## **REQUEST FOR CONTRIBUTION**

**From Gerken Rental**

31600 Old K.C. Rd. – Paola, Kansas 66071 > 913-294-3783 > [gerkenrental@cebridge.net](http://gerkenrental@cebridge.net)

**BEFORE COMPLETING THIS FORM, READ SECTION "A" BELOW.**

WE STOCK A WIDE VARIETY OF RENTAL ITEMS AND MERCHANDISE APPLICABLE TO "SPECIAL EVENTS" AS A RESULT, WE RECEIVE AN EXCEPTIONAL NUMBER OF REQUESTS FOR CONTRIBUTIONS. FOR PROPER FISCAL MANAGEMENT OF OUR BUSINESS, THE TERMS AND CONDITIONS LISTED BELOW ARE NECESSARY. WE RESPECT THE TIME AND EFFORT YOU ARE PROVIDING FOR YOUR EVENT, AND WILL CAREFULLY CONSIDER YOUR REQUEST.

**A. TERMS AND CONDITIONS**

1. Requests must be for the benefit of a worthy service or educational project, or for a charitable cause, as determined by us.
2. The following request **WILL NOT** be approved.
  - a. By or for one organization, group, or purpose in excess of one request per year
  - b. For the benefit of a religious organization
  - c. For an event with a "for profit" organization or business as a prime sponsor
  - d. For items stocked in limited quantities and/or seasonal items requested during applicable season
3. Our standard delivery and/or pick-up fees will be charged, if such service by us is requested or required
4. Rental items must be returned in the same condition as received, ordinary wear and tear accepted. Standard repair, cleaning, or replacement costs will be charged when applicable. All parts and accessories must be returned with each rental item or our standard rental charges (at full rates) will accrue after the final day of your event.
5. Sales of merchandise purchased at discounted prices are final. **No refunds or exchanges will be granted.**

**B. STANDARD DISCOUNTS OFFERED** (NOTE: At our discretion, we reserve the right to modify these at any time.) Normal – 15% or special 20% with contributions acknowledgements in applicable programs, posters, ads, announcements, ect.

**C. EVENT INFORMATION – WE WILL NOT CALL YOU WITH OUR DECISION. YOU MUST CONTACT US.**

Please allow 7 days before contacting us. We will review our contribution budget and make a decision as soon as possible. **REMINDER:** refer to #A-2 above for requests that are universally rejected.

1. Today's date \_\_\_\_\_ Latest date you need our decision by: \_\_\_\_\_
2. Name the organization, group, or purpose to receive the benefits of your event.

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Its organizational office is located in \_\_\_\_\_ County.

3. Identify yourself and your organization. Unless they are identical, do not enter the organization being benefitted.

YOUR NAME \_\_\_\_\_ YOUR ORGANIZATION \_\_\_\_\_  
YOUR PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

YOUR TITLE \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

4. If this is a fundraiser, what is your goal \$\_\_\_\_\_? Last Years results \$\_\_\_\_\_

5. If this is a service event, describe the service to be performed. \_\_\_\_\_

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6. If this is an activity, describe the activities that will take place. Give the starting and ending dates and times.

Event name (if any) and description: \_\_\_\_\_

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7. Indicate ways you can acknowledge our contribution. (None) (Programs) (Posters) (Ads) (Announcements)

8. Enter the quantity and description of rental items or merchandise being requested

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