



Donation Request Form

Organization Name: _____

Address of Organization: _____

Federal Tax ID # (if applicable): _____

Description of Organization: _____

Contact Name: _____ Contact Number: _____

Contact Email: _____ Website: _____

Type of Organization: Profit or Non-Profit Year Established: _____

Description of Event: _____

Date/Time of Event: _____ Donation Deadline: _____

What donation items are you requesting? _____

Type of use - Auction/Raffle/Give-Away/other: _____

What will the money raised be used for? _____

Has this organization ever received donations from Hometown Cinemas before? _____

If so, what did you receive and when? _____

INSTRUCTIONS & INFO:

1. Fill out for completely, leave no blanks blank.
2. A physical copy of the form must be submitted in person or by mail. No email or fax submissions will be accepted.
3. Additional information may be required and will be requested if needed.
4. Please allow 2-3 weeks for approval, requests within 7 business days of the event will not be accepted.
5. If we could donate to everyone we would, but our capacity for donations is limited, approval may be denied due to limited donations.
6. Requests are evaluated on a case by case basis at the discretion of the company.
7. Donations are reserved for Charities, Non-Profit Organizations, Schools and Academic Organizations. Hometown does not donate or host fundraisers for individual causes such as mission trips, study abroad programs, reward programs, historical celebration events, or social events that don't primarily serve to raise charitable funds.