



## Application for Event Rental Sponsorship

SOHO Events and Rentals takes great pride in supporting the communities we serve. Please find attached SOHO Events and Rentals Sponsorship application. **All applications must be submitted a minimum of 30 days prior to your event date to be properly reviewed and appear on our agenda.** We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. The Sponsorship Committee will consider your application and you will receive a written decision within two weeks of being submitted.

Our sponsorship request form is brief and specific; please fill it out completely so that the pertinent information we need is readily available. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please complete the following application and be sure to sign at the bottom. Since contributions cannot be guaranteed from year to year, organizations must re-submit the application with each new request. Due to the high volume of requests that we receive, this procedure is the most expedient way for you to present your request and have it properly reviewed.

This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved sponsorships or donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.



## Application for Event Rental Sponsorship

### GENERAL INFORMATION

Today's Date: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Years in Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Organization Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### YOUR ORGANIZATION

Legal Name of Organization: \_\_\_\_\_

What rental company(s) does the organization currently use?

\_\_\_\_\_

What is the mission statement or purpose of the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a "common bond" (i.e. families with preschool children, etc.)? If so, what group(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE EVENT**

Name of Event: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Est. # of Attendees: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_  
 Type of Event (i.e. dinner, festival, race): \_\_\_\_\_  
 How does this Event benefit our community?  
 \_\_\_\_\_  
 \_\_\_\_\_

How do you intend to promote the Event?  
 \_\_\_\_\_  
 \_\_\_\_\_

**THE SPONSORSHIP**

Quantities of rentals requesting? Please list specific styles below or attach quote:  
 \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Tents \_\_\_\_\_ Linen \_\_\_\_\_ Glassware  
 \_\_\_\_\_ Flatware \_\_\_\_\_ China \_\_\_\_\_ Dance Floor \_\_\_\_\_ Furniture \_\_\_\_\_ Staging  
 Other: \_\_\_\_\_  
 \_\_\_\_\_

Will SOHO Events and Rentals be promoted with the event if a donation or sponsorship is provided?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what manner?  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list or attach sponsorship levels available for in-kind donations:  
 \_\_\_\_\_  
 \_\_\_\_\_

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Is the SOHO Events and Rentals logo needed? \_\_\_\_Yes \_\_\_\_No  
If yes, by what date? \_\_\_\_\_

Are any additional marketing materials needed from us? \_\_\_\_Yes \_\_\_\_No  
If yes, by what date? \_\_\_\_\_

**SPONSORSHIP FORM (CONT.)**

In exchange for any approved sponsorship or donation, would your organization be willing to agree to any of the following?

- \_\_\_\_ Provide SOHO Events and Rentals a sponsorship equal to the value of the donation
- \_\_\_\_ Provide SOHO Events and Rentals a table or attendee tickets equal to the value of the donation
- \_\_\_\_ Provide SOHO Events and Rentals the attendee list with contact information
- \_\_\_\_ Recognize SOHO Events and Rentals from the podium during your event
- \_\_\_\_ SOHO Events and Rentals is permitted to publish a press release recognizing our support of your event, after approval from your organization
- \_\_\_\_ SOHO Events and Rentals is permitted to mention and/or showcase pictures about the event/sponsorship in their marketing material or on social media after approval from your organization

**NOTE: SOHO Events and Rentals requests a copy of all final marketing collateral used in the promotion of the event.**

Do you have a major or presenting sponsor? \_\_\_\_\_  
If yes, who? \_\_\_\_\_

Please list up to 3 other sponsors, and type or amount of their donation/sponsorship:

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

Has the organization previously requested a sponsorship from SOHO Events and Rentals? \_\_\_\_\_  
Date of last request? \_\_\_\_\_  
Was the request granted? \_\_\_\_\_  
If yes, what amount? \_\_\_\_\_



## Application for Event Rental Sponsorship

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Signature of Applicant

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Print Name of Applicant

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Title

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Date

**All forms can be submitted via email to: [info@sohoeventsandrentals.com](mailto:info@sohoeventsandrentals.com)**