



## BEDFORD VILLAGE INN

### **Guidelines for Charitable Donations and Sponsorship Requests**

Thank you for inquiring about a donation or sponsorship for your event or organization. Due to the large number of requests we receive, we have listed guidelines to ensure your request receives proper consideration:

- Please submit your request in writing on event/organization letterhead
- Requests may be submitted one of two ways:
  - o Via mail to: Donation Requests, Bedford Village Inn, 2 Olde Bedford Way, Bedford, NH 03110
  - o Via Fax at 603-472-2868
- Requests should be received at least 45 days prior to the event
- The BVI considers contributions to not-for-profit organizations only

Please include the following information with your request:

- Name of event/organization requesting donation/sponsorship
- Contact person with street address and email address to which responses may be sent
- Date, description and location of the charitable event
- Estimated attendance
- History of the event and attendance/contributions from the previous year
- Tax exempt ID#

We appreciate your interest in The Bedford Village Inn; however, due to the large number of requests we receive, we are unable to respond to all inquiries and we appreciate your understanding. We will notify you by mail of our participation.