



Salina Corporate Office
3213 Arnold Ave. | Salina, KS 67401-8163
P 785-825-7309 | WatersHardware.com

Paola Corporate Office
31600 Old K.C. Rd. | Paola, KS 66071
P 913-294-3783 F 913-557-3783 | GerkenRentAll.com



Request for Contribution

Please read and retain this notice for your records.

Gerken, Inc. and its subsidiaries are proud to support the communities we serve. With both our retail and rental inventory, we receive an exceptional number of requests for contributions. Please note that requests must be directed to either the retail hardware side **or** to the rental side of our organization, and cannot be both.

We respect time and effort you are providing for your event, and we will carefully consider your request. However, to prevent any 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. Your request will be forwarded to our corporate office for consideration. The response will be returned to the location you made the request at, and you will need to contact that location for the response. Please allow one week processing time before contacting the location.

Important: We will not call you with our decision. Allow one week from today, which is _____ and then call the store location you made the request from.

- 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 requests will not be approved:
 - a. By or for one organization, group, or purpose in excess of one request per year.
 - b. For an event with a “for profit” organization or business as a primary sponsor.
 - c. For items stocked in limited quantities and/or seasonal items requested during the applicable season.
 - 3. Please note, we do not make cash donations. Donations can be either discounts on rental equipment or in-store credit (available for retail purchases or gift cards). Requests cannot be for both rental and retail.
 - 4. Our standard rental delivery and/or pick up fees will be charged, if such service by us is requested or required.
 - 5. Rental items must be returned in the same condition as received, ordinary wear and tear excepted. Standard repair, cleaning, or replacement costs will be charged when applicable.
 - 6. 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.
 - 7. Sales of rental or retail merchandise purchased at discounted prices are final. No refunds or exchanges will be granted.
- B. Standard discounts offered: Normal 15% or special 20%, with contribution acknowledgments in applicable programs, posters, ads, announcements, ect. (Note: at our discretion, we reserve the right to modify these discounts at any time).
- C. Event information - we will not call you with our decision. You must contact the location that you made the request from. Please allow 7 days for processing before contacting us. We will review our contribution budget and make a decision as soon as possible. Reminder: please refer to #A2 above for requests that are universally rejected.

Please retain this page for your reference and records.



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Please complete form and email to info@gerkenrentall.com, or fax to 913-557-3783

Today's Date: _____ Latest date you need our decision by: _____

Name the organization, group, or purpose to receive the benefits of your event:

County in which the organizational office is located: _____

Identify yourself and your organization. Unless they are identical, do not enter the organization receiving benefit.

Name: _____ Your Title: _____

Organization: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

If this is a fundraiser, what is your goal \$ _____? Last years results \$ _____

If this is a service event, describe the service to be performed: _____

If this is an activity, describe the activities that will take place: _____

Give the start and ending dates and event times: _____

Event name and description: _____

If our electronic marquee is available at the location you made the request from, would you like us to advertise your event? (Who, what, when, where only) Running time frame is a maximum of the two weeks prior to your event.

Indicate ways you intend to acknowledge contributions:

None Programs Posters Ads Announcements Other (describe): _____

Enter the quantity and description of rental items and merchandise being requested:

Quantity	Description	Discount	Approved by

This page will be submitted to our corporate office.