



In order to help us help you, please return this form AT LEAST 30 DAYS PRIOR TO YOUR EVENT DATE. We cannot guarantee we'll be able to review forms received fewer than 30 days prior to your event. Fax to 816.931.4040 or email to info@theroasterie.com.

**Donation Request Form (Page 1 of 2)**

Today's Date: \_\_\_\_\_ I'm Seeking:  Coffee for an event  An auction item  
Name of Event: \_\_\_\_\_  
Name/Description of Organization: \_\_\_\_\_  
Mission: \_\_\_\_\_  
Website: \_\_\_\_\_  
Event Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Coffee Needed By: \_\_\_\_\_ a.m./p.m.  
Location: \_\_\_\_\_  Inside  Outside  
Street Address/Entrance: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Day of Event: \_\_\_\_\_ Phone Day of Event: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Coffee can be picked up?\***  Yes  No **I am requesting:**  Brewed Coffee  Cups  Condiments  Auction Item

\*The Roasterie does our best to accommodate the requests we receive. If we decide we can contribute to your event, and cannot deliver the coffee, we will be happy to brew it for you for pick up as an alternative solution. All auction items must be picked up from our headquarters.

**If you are seeking an auction item, please specify here:** \_\_\_\_\_

**How will The Roasterie be represented at this event?**  
 Logo on printed materials  Logo on apparel  Logo on printed advertising  Signage at event  
 Logo on event Website  VIP tickets  Radio advertising mention  
 Other \_\_\_\_\_

**Please give a brief description of how your event furthers The Roasterie's philanthropic mission (found at [www.theroasterie.com/contact/donation](http://www.theroasterie.com/contact/donation)):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Donation Request Form (Page 2 of 2)**

**Additional Information:**

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**Agreement:**

Cost of lost/damaged equipment: Airpot - \$50, Cambro - \$200, Cambro Cover - \$100

By signing, I understand that if I don't return all equipment to The Roasterie (1204 W. 27<sup>th</sup> Street, Kansas City, MO 64108) within two (2) business days, I am responsible for paying The Roasterie the cost of the equipment up to \$1,500.

Printed Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use Only**

Brewing \_\_\_\_\_

Delivering \_\_\_\_\_

Pick-up Date/Time \_\_\_\_\_

Equipment Returned \_\_\_\_\_

Total Value of Donation \$ \_\_\_\_\_

Notes: