

Donation Request Form

Holiday Inn Cleveland-Mayfield/ Alfredo's at the Inn

The Holiday Inn Cleveland –Mayfield and Alfredo's at the Inn receives hundreds of donation requests each year. For over 30 years it has been our pleasure to help charitable organizations that strengthen and grow our community and wish it were possible to honor all donation requests. Please know that all requests are given serious consideration.

Donation Request Procedures:

- Organizations requesting a donation must submit a request in writing or utilize our application below and include: a contact name, mailing and email address, phone number, date of the event/auction, tax exempt 501(c)(3) identification and event description including how the item will be used. Please include any promotional or informative materials about the event and charity.
- Please submit your requests at least 45 to 60 days prior to the function date for consideration. Please note that repeat requests, same events/activity from previous year(s) will be considered but does not guarantee assistance.
- Requests can be mailed, emailed or faxed, preferably one method (no phone requests will be accepted).
- Requests received that do not include the above information will not be processed for consideration.
- Please do not call us to inquire about the status of your request.
- One request is sufficient, please do not send multiple requests to the Holiday Inn Cleveland-Mayfield AND Alfredo's at the Inn, all requests are reviewed by the same committee.
- Due to the large volume of requests we receive, our response to any particular donation request is at our discretion.

Organization Name _____

Address _____

City _____ **State** _____ **Zip** _____

Contact Person _____

Phone Number _____

Email _____

Event name _____

Date of event _____

Event location _____

Event description _____

Who will benefit from the event _____

Tax Exempt Identification/ Organization _____

Please return form via:

MAIL: Holiday Inn Cleveland-Mayfield/Alfredo's at the Inn
Attn: Donation Requests
780 Beta Drive - Mayfield Village, OH 44143

FAX: Attn: Donation Requests 440/461-7564

EMAIL: info@alfredosattheinn.com