



## Charley Creek Inn Hospitality Donation Request Form

Thank you for your interest in the Charley Creek Inn.

The donation request process for the Charley Creek Inn begins with your submission of this written request form.

Due to the large number of requests the Charley Creek Inn receives, inquiries sent via telephone, email, fax, or otherwise will not be considered. Please fill this form out completely, attach any collateral material relating to your event, and mail it to Charley Creek Inn Hospitality, P.O. Box 727, Wabash, IN 46992.

All organizations eligible for a Charley Creek Inn's in-kind donation must adhere to the following criteria:

- The receiving organization must be a non-profit 501(c) (3) classification
- Requests must be submitted at least eight weeks prior to the fundraising event.
- This form must be completed entirely, and legibly in order to be considered.

A message regarding our decision to grant or decline the donation request will be distributed via email within four weeks of receipt of your request.

We look forward to working with you!

Sincerely,  
Charley Creek Inn Hospitality

Contact Name:

Contact Phone Number:

Contact Email Address:

501 (c) (3) number:

Organization website:

Request type:

Event Date:

Description of event:

Purpose of event:

Number of attendees:

Cost to attend the event (if applicable):

Location of event:

How will The Charley Creek Inn be recognized for our donation if your request is granted?

Event deadline for full recognition in promotional materials:

Mailing address where the gift certificate should be sent if your request is granted:

Additional comments:

[Charleycreekinn.com](http://Charleycreekinn.com)