



Charitable Donation Request

Date of Request _____ Date Donation is Needed: _____

Name of Organization _____

Are you a Tax-Exempt Organization under IRS 501(c)(3)? _____

If so, please provide EIN _____

Please describe the nature and amount of the requested donation (Money, Gift Card(s), Food/Beverage, etc.)

Please describe the nature of your event. Include projected attendance numbers if available

Requestor Name: _____

Requestor Email: _____

Requestor Phone: _____

Please attach any additional documentation to this form and drop it by the Bedford café during business hours (emailed / mailed requests are not accepted).