

BEDFORD  
VILLAGE INN



THE  
GRAND  
AT BEDFORD VILLAGE INN

## Guidelines for Charitable Donations and Sponsorship Requests

Thank you for inquiring about a donation or sponsorship for your event or organization. Due to the large number of requests we receive, we have listed guidelines to ensure your request receives proper consideration:

- Please submit your request in writing on event/organization letterhead
- Requests may be submitted one of three ways:
  - Email: [DonationRequests@bedfordvillageinn.com](mailto:DonationRequests@bedfordvillageinn.com)
  - Mail: Donation Requests, Bedford Village Inn, 2 Olde Bedford Way Bedford NH, 03110
  - Fax: 603-472-2868
- Requests should be received at least 45 days prior to event
- The BVI considers contributions to not-for-profit organizations only

Please include the following information with your request:

1. Name of event/organization requesting donation/sponsorship
2. Contact person with street address and e-mail address to which responses may be sent
3. Date, description and location of the charitable event
4. Estimated attendance
5. History of the event and attendance/contributions from the previous year
6. Tax exempt ID#

We appreciate your interest in the Bedford Village Inn; however, due to the large number of requests, we are unable to respond to all inquiries and we appreciate your understanding. We will notify you by mail of our participation.