



2470 Briarcliff Rd, Atlanta, GA 30329  
404-636-8549

# Fund-Raiser Request Form

The following information must be completed in order to process and schedule your event. Our Fun-Raiser program is a charitable donation program, not a discount. Lettuce Souprise You reserves the right to select the organizations we choose to support. Please take this completed form to the manager of the restaurant at 2470 Briarcliff Rd, Atlanta, Georgia. Your master flyer will be ready for you to pick up within 2-3 weeks.

Today's Date: \_\_\_\_\_

Benefiting What Organization: \_\_\_\_\_

Restaurant Location for Event: 2470 Briarcliff Rd, Atlanta, GA 30329

Date of Event: (Events are to be set 30-45 days in advance, Monday-Thursdays between 5 p.m. and 8 p.m.) \_\_\_\_\_

### Organization Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Fax Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_

### Mailing Address of Check: (If other than above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### IMPORTANT TAX INFORMATION NEEDED:

**Organization's Federal Tax I.D. #** \_\_\_\_\_

Please check one box below that applies to your organization:

Recognized by government as a non-profit organization (or authorized sub-group). Please attach a copy of your tax exempt certificate or other official documentation recognizing non-profit status. If your organization is a public school, government agency, church, or local chapter of a national non-profit group, no documentation is required. Not recognized by government as a non-profit organization. Please note that you will be required to complete a Tax ID form (W-9) in order for your check to be processed. You will be asked to complete and sign this form by the General Manager at the time you pick up your master flyer.

The terms above are agreed to and accepted by:

**Organization Representative:** \_\_\_\_\_ on this date of \_\_\_\_\_  
(Not valid until signed by Organization Representative, Manager of Lettuce Souprise You and returned to Organization's Contact.)

Approval of this agreement is at the sole discretion of Lettuce Souprise You. Please note that this agreement must be approved at least three (3) weeks before your scheduled "Fun-Raiser" event. This agreement may be terminated and/or cancelled on thirty (30) day's written notice at anytime during the term of this agreement by either party. The above organization will promote this "Fun-Raiser" event for the above Lettuce Souprise You location only. The proceeds for the event will be 10% of the pre-tax sales receipts for food and beverages. Participants must purchase a beverage with their meal in order to receive credit towards the Organization. One beverage per meal purchase. One flyer required per transaction. No other coupons or discounts may be applied. By signing this contract, I understand that all flyers are to be distributed prior to the event, and under no circumstance are flyers to be handed out in the restaurant, parking lot, or vicinity. The event traditionally takes place between the hours of 5 p.m. and 8 p.m. unless otherwise approved and noted on the contract by the General Manager of the above restaurant. A check will be mailed to the organization within 4-6 weeks after the event. No guarantees or warranties of any kind are made by either party hereto as to the anticipated success of this event.

Lettuce Souprise You Manager's Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_