



Donation Request Form

Thank you for considering Town Hall for your charity or fundraising event. We are a forward-thinking independent restaurant that seeks to create meaningful and authentic interactions with our guests and within our community. It is our desire to serve and to be positive contributors in as many ways as possible.

Every request we receive is given careful consideration. However, given the large number of requests we receive, we regrettably cannot fulfill all of them. All requests must be submitted by completing the form below. We do not accept any requests via phone or fax.

Before submitting your request, please review the following:

- Please allow a minimum of 30-45 days for requests to be considered.
- Town Hall is able support requests for in-kind donations only.
- All in-kind donations requests must be submitted via email or mail for the request to be considered. If your request is approved, you will receive a confirmation via email within 14 business days of the submittal of your request.
- Due to the high volume of requests received, we are unable to confirm the status or receipt of requests by telephone.
- Special consideration will be given to organizations that operate in Jacksonville as well as those that provide food, health and nutrition education programs, or focus on environmental sustainability. While we work hard to support as many organizations as possible, we are especially appreciative of those who in turn support us! Please be sure to mention in your application if your organization has selected us for business or group dining, or if you are a frequent guest at the restaurant.
- To better serve the entire community, organizations are eligible to receive a donation from Town Hall once in a 12-month period from the date of the donation request.
- If approved, arrangement for pick-up / mailing of donations will be coordinated specific to each request.

GENERAL INFORMATION

Today's Date: _____

Organization Name: _____

Contact Name and Title: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

E-Mail: _____ Website: _____

EVENT INFORMATION

Event Name: _____

Date of Event: _____ Estimated # of Attendees: _____

Event Description (this may also be submitted via event brochure): _____

Has your organization received a donation from Town Hall before? Y / N

Type of Request – please be as specific as possible:

Dining Certificate: _____

Food / Product: _____

Other: _____

Item will be used for: ☐ Live Auction ☐ Silent Auction ☐ Other (specify) _____

In what ways will the event be marketed? _____

Is there an opportunity for our logo and/or website to be featured on the event materials? Y / N

How will Town Hall's donation be recognized? _____

When is the donation item(s) needed? _____

ADDITIONAL INFORMATION

- Non-Profit / Tax Exempt / 501(c) (3) Forms - Please attach as applicable.
- Please attach any event brochures, donation letters (on official letterhead), or event donation forms to this request.
- Please email all information to donations@moxiefl.com (subject line: Donation Request, plus your Organization/Event name) **OR**,
- Completed forms may be mailed to the following address:

Town Hall
ATTN: Donations
2012 San Marco Boulevard
Jacksonville, FL 32207

Thank you again for contacting Town Hall. We look forward to making our community stronger together!