

# HANGAR THEATRE TICKET DONATION REQUEST FORM

The Hangar Theatre requires Ticket Donation requests to be submitted via the form below. Please complete the form and mail (P.O. Box 205, Ithaca, NY 14851), e-mail: [info@hangartheatre.org](mailto:info@hangartheatre.org), Fax (607.273.4516) or bring in to the Hangar business office (171 E. State Street, Ithaca, NY 14850).

In order for your organization to be considered for a donated item, you must comply with the following guidelines:

- Donation requests should be received 2 weeks prior to the event and submitted via the form only. Written and phone requests will not be accepted.
- We can give only once to each organization during a 12 month period. Please note that multiple events often benefit a single organization.
- Your organization's fundraising event must benefit a non-profit organization. You must enter your organization's valid Tax Exempt ID number on the online form in order for your request to be considered.
- Once your donation has been processed and is ready for pick up, you will be contacted by e-mail. Donations can be picked up at the Hangar Theatre Business Office (171 E. State Street, Ithaca, NY 14851) daily Mon.– Fri, between 10 am and 4 p.m. You may also send us a stamped, self-addressed envelope with your Donation Request Form and we will mail the vouchers back to you. Your organization will receive vouchers redeemable for any performance subject to availability at the time that the certificate is redeemed. Please let us know whether Mainstage or KIDDSTUFF tickets are preferable.

Your Name or Organization

**501(c)(3) Federal E.I.N.**

Organization Address

City

State

Zip

Organization Phone Number

Organization E-mail

Organization Website

Contact: First Name

Contact: Last Name

Contact: E-mail Address

Contact: Phone Number

**Event Name**

**Event Location**

**Description**

**Event Date(s)**

**Items donated will be used for:**

**Comments**