



DINE-2-DONATE



We are excited to assist you in raising money for your organization. We realize that every dollar counts and we will do our best to provide a fun atmosphere with high quality food and service to make a memorable and profitable experience for your organization. Here's how it works.

- We need 1 person (over 18) in charge of the event from your organization. Name and contact information will be required. This person will be responsible for date selection of the event and picking up the donation check from VTG.
- You may choose Sunday through Thursday for your event, schedule it with a VTG manager and sign the event sheet. We will also need a copy of your "not-for profit" organizational charter for our tax purpose, if it applies to your organization.
- We recommend you use our general "DINE-2-DONATE" flyer or create your own with the same information and your organization logo. (PLEASE UTILIZE THE INFORMATION SHEET TO MAXIMIZE YOUR RETURN)
- Flyers may be passed out to anyone and everyone to maximize your return, **PRIOR** to the scheduled event. **ANYONE** suspected of passing out flyers on the day of the event on VTG property may cause a penalty deduction or forfeit the entire donation. Unfortunately, we had to add this stipulation because some organizations in the past have abused our charitable nature.
- The flyer must be turned into your server at the time of payment along with a copy of your bill in order to receive credit for the donation. Once you've left the building you may not return with a flyer to apply to your bill.
- Although groups may request sitting in the same section when booking the event, it is not necessary to receive the donation. We may not be able to grant all seating request.
- **20% of the pre-taxed discounted** bill will be donated by VTG back to the D2D organization/group.
- Your donation check will be ready for pick up on the second day after your event. We will hold all checks for up to 7 days, after that the donation check will be void unless prior arrangements are made to pick up the check after the 7 day period. The check will be made out to the organization the event is for.
- It is the contact person's responsibility to pass on the enclosed information to all involved with the organization.
- **If you are interested in scheduling recurring DINE-2-DONATE events, please call 224-535-8440**

In order to maintain the continued charitable efforts of VTG, we ask that you and your organization/group abide by the above rules for your D2D. Thank you in advance for your cooperation

Family Food Night Location: VILLAGE TAVERN & GRILL – SOUTH ELGIN
464 Redington Drive, South Elgin, IL 60177 PH: (224) 535-8440
Check our web site at www.villagetavernandgrill.net for directions.

Date of D2D: _____ Day of D2D: _____

Organization: _____

Please explain the purpose of your event: _____

Contact Person (print): _____ Contact Phone: _____

Signature of Representative: _____ Date Signed: _____

Contact Email Address: _____

D2D Check #: _____ Amount: _____ Received By: _____

<u>VTG Office Use Only</u>			
Completed By:	_____ Redbook	_____ VTG Gmail Calendar	_____ Cozi _____ Facebook Event Page
_____ Follow-up	Comments/Notes: _____		
Booked By:	_____ Date Booked: _____		