

Charitable Donation Requests

The Winery at Versailles is a strong supporter of the community and we are always happy to support our local schools, events, fund raisers and more. We wish it were possible to honor all requests but that is not always the case. Due to the overwhelming number of donation requests we receive, we do have a process that we ask you to follow. In order for us to be able to consider donations completely and fairly, we will only consider donations that fall under to the following criteria:

- Donation requests **MUST** be made at least **30 days prior to the event date**.
- Donation requests will be reviewed at the beginning of the month.
- All requests must be typed on organization letterhead and include all pertinent information pertaining to the event.
- Please include date, time, and location of event and any appropriate supporting documentation.
- Please include organization contact person and how best to reach them.
- All requests must be **mailed or emailed** (phone requests will NOT be accepted).
- Requests received that do not include the above information will not be considered.
- Only those donation requests we approve will be notified via email .
- Your contact person is responsible for arranging pickup or shipment of any donations.
- We cannot legally donate alcohol.
- **PLEASE, DO NOT CALL TO CHECK ON A SUBMITTED DONATION REQUEST. WE APPRECIATE YOUR PATIENCE AND UNDERSTANDING.**

All decisions to donate will be made to the contact person via preferred method of contact (phone or email only) If we elect not to donate, please know that this does not imply that the cause is not worthy in any way, just that it may not fall within our guidelines or budget. Requests for donations can be made in writing to:

ATTN: Donation Request
The Winery at Versailles
6572 State Route 47
Versailles, Oh 45380
email: infowineryatversailles@bright.net

Thank you! The staff at The Winery at Versailles