



# Restaurant 45 Donation Guidelines

Restaurant 45 is dedicated to giving back to Medway and surrounding towns and it is something that we take great pride in. We focus our contributions to charitable, nonprofit organizations in our local community.

We are frequently asked for donations and we do our best to facilitate and prioritize the requests we receive. However, due to the large volume of requests we receive on a regular basis we, unfortunately, are unable to accommodate every request. We have created the following guidelines to ensure each request receives proper consideration.

## Donation Request Guidelines:

- All requests must be made via our email, [restaurant45medway@gmail.com](mailto:restaurant45medway@gmail.com)
- For consideration, requests must be made 30 days prior to the event
- Requests must be submitted in writing via email above on event/organization letterhead that includes a contact name, date and description of the charitable event.
- The recipient must be a local 501-C (3) nonprofit organization and provide their Federal 9-digit Tax ID number
- A maximum of one request per calendar year will be fulfilled per organization
- As a *general rule*, we do not donate food or food samplings, make financial contributions, buy advertising, program space or tickets or donate to individuals.
- Past support of an organization or event is not a guarantee of future support.