



“Making the World a Better Place, One Pint at a Time”

## Beer Donation Request Form

This Form **MUST** be completed and emailed to NCBC while you wait for your ABC!

- Email at least **THREE Weeks** before your event (if not sooner) even if you haven’t applied for your ABC PERMIT. This FORM gets your donation request in line to be considered. [donations@northcoastbrewing.com](mailto:donations@northcoastbrewing.com)
- If your event has over 500 participants, we request this form **SIX** weeks in advance.
- Send your **501(c) IRS Determination Letter**
- Send **ONE Day Alcohol Beverage Control Liquor License**, via email as a **PDF (no cell phone photos)** as soon as you receive it. We cannot release the beer donation unless we have received the ABC permit.

Our POST EVENT FORM, fillable from the website, must be submitted within 10 days following each event. The person picking up the donation must have a valid photo ID, must be over 21, and be able to lift over 35 pounds per Case, 175lbs for 15.5 Gallon kegs & 75lbs for 5.16 Gallon Kegs.

**NCBC STAFF CAN NOT LOAD BEER FOR YOU. Please bring STRONG helpers.**

Kegs must be fully iced 24-48 hours before serving (depending on keg size).

Name of Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ EIN # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of your event: \_\_\_\_\_

Date of your Event: \_\_\_\_\_

Location of your Event: \_\_\_\_\_

- **How many CASES ?** \_\_\_\_\_ (24/12 ounce bottles or cans) **OR Kegs?** \_\_\_\_\_ (15.5 Gallon Keg or 5.16 Gallon kegs) **Kegs require a proper pouring station, if you do not have please request case beer.**
- Brand preference (We will do our best to provide your first choice) \_\_\_\_\_
- Anticipated number of attendees (**age over 21**): \_\_\_\_\_
- Name of person picking up beer: \_\_\_\_\_

Date: \_\_\_\_\_ & Day of pick up: (**Check one**) **Thursday or Friday**

Time: Please specify a time between **1 p.m.** and **3 p.m.**: \_\_\_\_\_

By signing this agreement, I, \_\_\_\_\_, hereby agree that all beer received from North Coast Brewing Company will be used exclusively for the benefit of the above-listed non-profit organization. I also agree to return all unused beer to North Coast Brewing Company along with a completed Post Event Report within 10 days after the event. By signing below, I also acknowledge that failure to comply with these rules will jeopardize my organization’s ability to receive future donations from North Coast Brewing Company.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_