



Guidelines for Charitable Donations and Sponsorship Requests

Thank you for inquiring about a donation or sponsorship for your event or organization. Due to the large number of requests we receive, we have listed guidelines to ensure your request receives proper consideration:

- Please submit your request in writing on event/organization letterhead
- Requests may be submitted one of two ways:
 - Via mail to: Pam Kilty, 335 W. Broadway, Louisville, KY 40202
 - Via fax at: 502-561-1377
- Requests should be received at least 45 days prior to event
- The Brown Hotel considers contributions to not-for-profit organizations only
- The Brown Hotel does not consider financial contribution requests

Please include the following information with your request:

- Name of event/organization requesting donation/sponsorship
- Contact person with street address and email address to which responses may be sent.
- Date, description and location of the charitable event
- Estimated attendance
- History of the event and attendance/contributions from the previous year

We appreciate your interest in the Brown Hotel; however, due to the large number of requests we receive, we are unable to respond to all inquiries. We will notify you by mail of our participation.