

DONATION GUIDELINES

-All requests must be made by letter or email and received a minimum of one month prior to the date required.

-Please include the following information:

- The name of charity/organization and charitable registration number
- The date of the event
- Name and brief description of the event
- A contact name, address, email and telephone number

-Donations are limited to one donation per organization per year. Donations may include promotional material, memberships and/or tickets for a performance or film of our choosing.

-Ticket vouchers will be issued and must be redeemed via the Box Office in exchange for confirmed tickets 48 hours prior to showtime.

-Supplied promotional material must accompany the donation voucher. Please include details regarding any additional recognition, onsite presence and/or promotional opportunities.

-Requests from City of St. Catharines departments and staff, donor/sponsor/partner organizations, arts/cultural organizations and local organizations are given preference.

-Requests from schools may be granted if the school attends on a somewhat regular basis and/or they are raising money for an arts related project.

-Requests from religious or political causes are not granted.

-Requests from organizations fundraising on behalf of other charities are generally not granted, unless a covering letter from the designated charity is included.

-A limited number of tickets are available for donations per show and per year. Requests are on a first come, first serve basis.

Donation requests should be made via email to:

Michael Chess, Marketing Supervisor
mchess@stcatharines.ca