

# GRAND STATION

BOWL. PLAY. PARTY.

## Donation Guidelines and Procedures

Grand Station Entertainment donates to many charitable organizations to benefit the community. This includes requests for in-kind donations and activity certificates.

**To ensure that we can process your request as quickly as possible, please submit your request on your organization's official letterhead along with an event flyer. Also, please include the following information:**

- The charitable organization's full name
- Address
- Phone and fax numbers
- Contact email address
- The donation request
- Date the donation is needed
- Purpose of use
- Tax ID number

Written requests should be submitted 30 days prior to the date the donation is needed. Unfortunately, we can't say "yes" to every request that we receive. Please accept our apologies if we are not able to help your organization at this time.

### **Please submit your request:**

#### **By Mail:**

ATTN: Donation Request  
Grand Station Entertainment  
2400 Earl Rudder Fwy S  
College Station, TX 77840

#### **By Email:**

[mail@grandstationent.com](mailto:mail@grandstationent.com)

Subject: Donation Request