

Proposal for Charity Gala Event

Date: [Insert Date]

To: [Charity Organization Name]

From: [Hotel Name]

Dear [Charity Organization Contact Name],

We are thrilled to present our proposal for hosting your upcoming charity gala at [Hotel Name]. We believe that our venue will provide the perfect atmosphere for your event, facilitating a memorable experience for your guests and maximizing your fundraising efforts.

Event Details

Event Date: [Insert Date]

Expected Attendance: [Insert Number]

Venue: [Insert Venue Details]

Proposal Highlights

- Complimentary event room rental for [Insert Hours]
- Catering options to suit your needs, including a cocktail reception and dinner
- A/V equipment and technical support included
- Special room rates for your out-of-town guests
- Personalized event planning assistance

Charity Partnership

As part of our commitment to the community, [Hotel Name] is excited to donate [Insert Percentage or Dollar Amount] of the total event revenue to [Charity Organization Name].

We look forward to the opportunity to partner with you for this incredible event. Please feel free to reach out to us with any questions or to discuss further details.

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]