



DONATIONS POLICY

**LEEDS HERITAGE
THEATRES**

Leeds Heritage Theatres (LHT) supports community efforts and non-profit organisations by donating tickets/vouchers or memberships for a variety of fundraising and benefit events. As a registered charity, LHT has a limited number of tickets/vouchers/memberships available for use by other non-profit and charitable entities.

It is our policy to only donate to non-profit organisations. Donations are only considered for use at fundraisers.

Before submitting a request, please note the following:

- The request *must* be presented on the official letterhead;
- Include the company name, postal address, event name and date. Also, provide the name, phone number and email address of a contact person;
- Provide a charity number where possible;
- The request must be made at least four weeks in advance of the event;
- Tickets/vouchers/memberships will be distributed on a first-come, first-served basis;
- Once a request has been received and reviewed, the contact person will be notified if the request has been granted;
- If a request has been approved, a ticket/voucher/membership for the collection of tickets will be issued;
- Requests must be received in writing by mail or email.

Vouchers are redeemable for tickets to selected productions and screenings during the current season. These are subject to availability; therefore, to avoid disappointment, we strongly recommend that the voucher be presented to the Box Office at the relevant LHT venue in advance of the performance. These may not be used in exchange for a refund on previously purchased tickets or in combination with another offer.

The voucher/ticket/membership is only valid for the date/s stated and cannot be exchanged for an alternative date or performance/screening. Lost or misplaced vouchers cannot be replaced; only original vouchers are accepted (no photocopies). Vouchers have no cash value.

All donation requests are typically reviewed within two weeks. We appreciate your patience as we process and respond to each request. The organisation requesting the donation will be contacted by email or post, regardless of whether the request is approved.

All donation requests should be directed to:

**Donation Requests
c/o Anne Harrison
Head of Support Services
Leeds Heritage Theatres
46 New Briggate
Leeds
LS1 6NU**

Or anne.harrison@leedsheritagetheatres.com