

# Trails Entertainment Centers

## In-Kind Donation Policy

Trails Entertainment Centers (Haunted Trails/Enchanted Castle) is proud to be a part of the Chicagoland community. We have donated over a hundred thousand dollars in in-kind donations over the past 30 years in our commitment to supporting our schools, libraries, parks and other non-profit youth organizations.

Trails Entertainment Centers is happy to donate certificates to 501c3 non-profit organizations in the Chicagoland area, in order to assist their fundraising efforts.

### **Qualifications required:**

- 501c 3 Non-profit Groups & Charities
- Schools
- Youth/Scholarship Programs

### **Request Procedure for Donations:**

#### **1. Please send requests to ONE of the following Trails Entertainment Centers:**

##### ***Enchanted Castle***

*Attn: Donations*

*1103 S. Main St, Lombard, IL. 60148      OR*

*Fax to (630) 953-2453 (pick-up only – see below)*

*or E-mail to [donations@enchanted.com](mailto:donations@enchanted.com) (pick-up only – see below)*

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##### ***Haunted Trails- Burbank***

*Attn: Donations*

*7759 S. Harlem Ave., Burbank, IL 60459*

*Fax to: 708/598-5846*

##### **OR**

##### ***Haunted Trails - Joliet***

*Attn: Donations*

*1423 N. Broadway, Joliet, IL 60435*

*Fax to: 815/722-9924*

2. All requests for donations must be submitted on organization letterhead.
3. Phone requests for donations will not be accepted.
4. Please include a **self-addressed stamped envelope**, to have your donation mailed to you.
5. Requests submitted by e-mail or fax require pick-up of donation.
6. All donation pick-ups must be scheduled in advance.
7. Please allow at least **3 weeks** for review and processing of donation requests.
8. No drop-in requests will be processed same day and are subject to same 3 week review time period as all other requests.
9. All requests must include **non-profit tax ID number**, contact information, event date, purpose of event and intended use of donation (*i.e. raffle, silent auction, door prize, etc.*)
10. Due to the large volume of donations received, requests are reviewed and processed based on the following priorities: current group customers (schools or groups), date of the fundraising event and not always in the order they are received.
11. Trails Entertainment Centers possesses the right to approve or deny donation requests as they see fit in accordance with their policy.

### **Please note:**

- Please refrain from sending duplicate requests to our other parks. Only ONE request will be honored.
- Donation requests are limited to two per year in order for us to accommodate the greatest number of charities possible.
- ***No donations will be made to individuals, families, company employee events or class reunions.***