

## Chateau Montelena Donation Policy

### **Donation Guidelines:**

- Donation requests must be submitted at 30 days prior to the event
- Requests for cash will not be considered
- We will only consider donations within the state of California
- All requests must be typed on organization letterhead stating the nature of the request (i.e. auction item, wine for pouring, etc.) Provide the date, time, and location of event, the contact person for the organization and any appropriate supporting documentation.
- We ask the organizations limit their requests to one (1) per calendar year in order to help the greatest number of individuals
- The non-profit organization will be required to provide a copy of the one-day [ABC license](#) secured for that event which is required by the state of California.

NOTE: Requests received that do not follow the guidelines set forth above **will not** be processed.

### **How to Submit a Request:**

- Mail request letter to:  
Chateau Montelena Winery  
Attn: Donation Request  
1429 Tubbs Lane  
Calistoga, CA 94515
- Email request letter to: [donations@montelena.com](mailto:donations@montelena.com)
- Fax request letter: 707-942-4221 (Attn: Donation Request)
- Submit online: [www.montelena.com/donations](http://www.montelena.com/donations)

### **Processing Your Request**

- Requests are reviewed by management every 2-3 weeks and you will receive a response via mail or email with our determination
- Due to the high volume of requests we receive, we ask that **NO** telephone inquiries be made regarding the status of your request.
- If a donation is approved, the winery will not be able to release the item to the non-profit until we receive a copy of the approved one day ABC license. For forms and instructions on how to obtain this license please visit the California ABC Website at the following link: <http://www.abc.ca.gov/forms/PDFSp.html>

Thank you,  
Chateau Montelena Family