

- Only registered non-profit 501(c) 3 organizations will be considered.
- A copy of the 501(c) 3 certificate is required with request.
- One request per calendar year.
- Non-profit organization should be within a 40 mile radius of Selby Gardens.
- Please submit all requests at least two (2) months before your event.
- The request has to be in writing on the non-profit organization's letterhead. Include event materials if applicable.
- All Guest Passes will be good for six (6) months from the date of the event.
- No third party requests (i.e., a for-profit on behalf of a non-profit).

## Mail all requests to:

Marie Selby Botanical Gardens 811 South Palm Avenue Sarasota, FL 34236

Attn: Development

## No e-mail, phone or in-person requests will be honored.