

<b>EVENT NAME:</b>	<b>EVENT DATE:</b>	<b>ORDER DATE:</b>
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**Linen Guide:**

60" Round Guest Tables use 81" Square or 90" Square linens (guest count divided by 8 = number of guest tables).

30" x 6' Service/Buffer Tables use 52" x 90" linens.

30" x 8' Service/Buffer Tables use 52" x 114" linens.

36" Card Tables use 52" x 52" or 62" x 62" linens.

2 week notice is required for table linens. Tablecloths and napkins are not kept in stock.

<b>LINENS – 2 week notice req.</b>	<b>COLOR</b>	<b>\$ EACH</b>	<b>QUANTITY</b>	<b>\$ TOTAL</b>
52" x 52" Square	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Beige <input type="checkbox"/> Black	\$4.50		
62" x 62" Square	<input type="checkbox"/> White <input type="checkbox"/> Beige	\$4.50		
90" x 90" Square	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Beige <input type="checkbox"/> Black <input type="checkbox"/> Maroon	\$4.50		
81" x 81" Square	<input type="checkbox"/> White	\$4.50		
52" x 90" Rectangle (6' Table)	<input type="checkbox"/> White <input type="checkbox"/> Beige	\$4.50		
52" x 114" Rectangle (8' Table)	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$4.50		
120" Round	<input type="checkbox"/> White	\$18.00		
Napkins	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Beige <input type="checkbox"/> Black <input type="checkbox"/> Maroon <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Purple <input type="checkbox"/> Royal <input type="checkbox"/> Forest <input type="checkbox"/> Peach <input type="checkbox"/> Rose <input type="checkbox"/> Seafoam <input type="checkbox"/> Orange <input type="checkbox"/> Chocolate <input type="checkbox"/> Gold <input type="checkbox"/> Pink <input type="checkbox"/> Red	\$0.50		
Skirting	White (Limit of Two 17' Lengths)	\$25.00		
Wedding Backdrop - Indoor	White w/ Twinkle Lights	\$100.00		

<b>TABLE DÉCOR</b>	<b>COLOR</b>	<b>\$ EACH</b>	<b>QUANTITY</b>	<b>\$ TOTAL</b>
Candle Votive	Clear	\$0.50		
Mirror Square	Silver	\$1.00		

<b>SERVICEWARE</b>	<b>COLOR</b>	<b>\$ EACH</b>	<b>QUANTITY</b>	<b>\$ TOTAL</b>
Coffee Maker	Chrome	\$10.00		
Coffee Server	White Plastic	\$3.00		
Punch Bowl	Clear Glass	\$5.00		
Salt & Pepper Shakers	Clear Glass	\$1.50/set		
Water Pitcher	Clear Plastic	\$1.00		

<b>DINNERWARE</b>	<b>COLOR</b>	<b>\$ EACH</b>	<b>QUANTITY</b>	<b>\$ TOTAL</b>
Coffee Cups	White China	\$0.50		
Goblets	Clear Glass	\$0.50		
Place Setting - Dinner Plate, Fork, Knife and Spoon	White China Plates, Stainless Flatware	\$1.50/set		
Plate – Dessert	White China	\$0.50		
Plate – Salad	White China	\$0.50		

<b>DISPLAY</b>	<b>COLOR</b>	<b>\$ EACH</b>	<b>QUANTITY</b>	<b>\$ TOTAL</b>
Projector & Screen		\$50.00		
Easel/Whiteboard	White	\$5.00		

OUTDOOR		\$ EACH	QUANTITY	\$ TOTAL
Gas Grill		\$20.00		
Portable Speaker System	For use at Gazebo only	\$25.00		
Outdoor Chairs (230 available)	White Plastic/Metal	\$1.65		
Stage (4 sections available including black skirting)	4 x 8 x 16" or 24" High – renter sets up, takes down during time contracted	\$55.00 each		

Custom Décor Available				
<b>Banquet Décor Package:</b> 90" Round Tablecloths (available in White, Ivory or Black) Chair Covers & Sash (available in White, Ivory, or Black) Satin Runners (Runners & Sashes available in a variety of colors) Head Table skirting and décor for up to 3 each 8' tables Napkins are rented separately		\$7.10/chair		
<b>Head Table Backdrop:</b> 10', 16', 26' and 35' starting at \$250 (includes install and removal)				
<b>Ceiling Drape (includes install):</b> Banquet Room \$680    Civic A&B \$630    Civic A or B \$380				

<b>Payments may be made by cash, check, or credit card online.</b>	<b>TOTAL DUE</b>	<b>\$</b>
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**TERMS & CONDITIONS**

- Pricing and product are not guaranteed until payment is received.
- Special orders require prepayment and are non-refundable.
- Items are rented on a first come-first serve basis.
- Rental fee is non-refundable within 7 days of event.
- Renter must authorize, via fax or email, any changes to the rental order.
- No refunds are made for items not used for any reason, including inclement weather.
- Renter is responsible for installing table linens and setting up/tearing down of outdoor chairs.
- Renter assumes full liability for items used during the Event (including any risk that may be weather related).
- Renter agrees to reimburse the Civic Center for lost or damaged items based on replacement costs, plus shipping charges.
- Damages to rental items may include but are not limited to: sterno oil, wax, permanent ink, grease, burns, and tears.
- The Civic Center has the right to make adjustments for damages realized after their return.
- Decisions made by the Civic Center with respect to damages shall be final.
- Renter will be notified of damages and provided an itemized invoice within 14 days of the rental with damages deducted from the Event's Damage Deposit.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Items added the day of event. Please  added items on order for and have client initial here: \_\_\_\_\_

All items have been accounted for and returned.

Damaged or lost items listed below:

\_\_\_\_\_  
Host's Signature:

\_\_\_\_\_  
Date: