



# Memorial Auditorium Tables & Chairs Rental Form

## Rental Information

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

Pick Up Location: \_\_\_\_\_

Pick Up Date & Time: \_\_\_\_\_

Return Location: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

## Contact Person Information

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

## CHAIRS

Color	Description	# Requested	X Price (Each)	= TOTAL
Misc.	All Metal	_____	\$0.65	= \$ _____
Brown	Plastic Seats & Backs	_____	\$0.85	= \$ _____

## BANQUET TABLES

Size	Description	#Requested	X Price (Each)	= TOTAL
6ft	Grey or White Lightweight Top	_____	X \$6.00	= \$ _____
8ft	Round White (10 available)	_____	X \$8.00	= \$ _____

**Total Amount Due: \$ \_\_\_\_\_**

\*Delivery Fees are additional and are calculated according to individual travel distance.

### Payment Information

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

Amount Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Chamber Initials: \_\_\_\_\_

### Notes: