



# Memorial Auditorium Tables & Chairs Rental Form

## Rental Information

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

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

Pick up Date & Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

## Contact Person Information

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

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

Address: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

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

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

## CHAIRS

**Color Description**

**# Requested X Price**

Brown Plastic (about 190) \_\_\_\_\_ X \$0.65 = \$ \_\_\_\_\_

Grey Cushion Seats & Backs (about 175) \_\_\_\_\_ X \$0.85 = \$ \_\_\_\_\_

## BANQUET TABLES

**Size Description**

**# Requested X Price**

6ft Grey (26) \_\_\_\_\_ X \$6.00 = \$ \_\_\_\_\_

6ft White Lightweight Top (7) \_\_\_\_\_ X \$6.00 = \$ \_\_\_\_\_

5ft Round White (9 available) \_\_\_\_\_ X \$8.00 = \$ \_\_\_\_\_

30"x42" Round Cocktail Table (7) \_\_\_\_\_ X \$6.00 = \$ \_\_\_\_\_

**Deposit of \$50.00**

**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: