Allen County Cooperative Extension Service

**Table/Banquet Ware Item Use Reservation Form**

*Updated: October 29, 2013*

**Effective: January 1, 2014**

Organization Name: ____________________________________________________________

Contact Person: ___________________ Phone Number: _____________________________

Date of Reservation: _______________________________________________________________________

Rental Fee for Linens:

_____ Eight or less tablecloths, no napkins for meeting functions - $10

_____ Nine or more tablecloths and/or napkins - $30

_____ Laundry Fee for all use of Linens - $50

Event Rental Charges:

_____ Serving/Chafing/Warming Equipment - $25

_____ Dishware, Flatware, Glassware - $25

________________________________________________________________________________________

Office Use Only:

_____ All fees paid

_____ All items left as found

Signed by Extension Agent: ____________________________________________________________