

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: _____