



## 2023 SUPPLY RENTAL ORDER FORM

Email to CivicCenter@CoonRapidsMN.gov or fax to 763-767-6491

<b>EVENT NAME:</b>	<b>EVENT DATE:</b>	<b>ORDER DATE:</b>
--------------------	--------------------	--------------------

**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 and 36" and 42" Cake 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.

LINENS – 2 week notice req.	COLOR	\$ EACH	QUANTITY	\$ TOTAL
52" x 52" Square	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$4.50		
62" x 62" Square	<input type="checkbox"/> White	\$4.50		
90" x 90" Square	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$4.50		
81" x 81" Square	<input type="checkbox"/> White	\$4.50		
52" x 90" Rectangle (6' Table)	<input type="checkbox"/> White	\$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		
Wedding Backdrop - Indoor	White w/Twinkle Lights, 8' High x 8' Wide	\$100.00		

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

DISPLAY		\$ EACH	QUANTITY	\$ TOTAL
Projector & Screen	View on up to two screens	\$50.00		
Easel/Whiteboard	White	\$5.00		

OUTDOOR / STAGE		\$ 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		

<b>Custom Décor Available through Encore Events:</b> Contact Yvonne at (651) 829-1281 or Yvonne@encoreevents.biz				
<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		\$7.45/chair		
<b>Head Table Draping:</b> 10', 16', 26' and 35' starting at \$265 (includes install and removal)				
<b>Backdrop:</b> Multiple colors available 12' starting at \$200				
<b>Ceiling Drape</b> (includes install and removal): Banquet Room: \$715 Civic A&B: \$665 Civic A or B: \$400				
Delivery fee for all Custom Décor items listed above			\$50	\$50

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

**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 adjust 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:**