

Second Baptist Church
USE OF DECORATION REQUEST FORM

Date: ___/___/___
 Person Renting: _____
 Contact Number: _____
 Request For: _____

Event Date(s) ___/___/___ ___/___/___
 Date of Return: ___/___/___
 Issued By: _____
 Rental Fee: \$ _____

ITEM(S)	COLOR	SIZE	HOW MANY	RENTAL FEES	SUB-TOTAL	TOTAL DUE
TABLE CLOTHES	<input type="checkbox"/> White <input type="checkbox"/> Black	<input type="checkbox"/> Round <input type="checkbox"/> Rectangle		\$6.00 (each)	\$	\$
		<input type="checkbox"/> Rectangle (Banquet)		\$8.00 (each)	\$	\$
RUNNERS	<input type="checkbox"/> Red			\$3.00 (each)	\$	\$
	<input type="checkbox"/> Black				\$	\$
	<input type="checkbox"/> Black and White				\$	\$
	<input type="checkbox"/> Navy				\$	\$
	<input type="checkbox"/> Lime Green				\$	\$
	<input type="checkbox"/> Gold				\$	\$
	<input type="checkbox"/> Purple				\$	\$
OVER-LAYS	<input type="checkbox"/> Red			\$6.00 (each)	\$	\$
	<input type="checkbox"/> White				\$	\$
	<input type="checkbox"/> Green				\$	\$
	<input type="checkbox"/> Yellow				\$	\$
	<input type="checkbox"/> Blue				\$	\$
	<input type="checkbox"/> Black				\$	\$
	<input type="checkbox"/> Black and White				\$	\$
SASHES	<input type="checkbox"/> Red				\$	\$
	<input type="checkbox"/> Purple				\$	\$
	<input type="checkbox"/> Gold				\$	\$
CHAIR COVERS	<input type="checkbox"/> White			\$3.50 (Per Chair)	\$	\$
	<input type="checkbox"/> Ivory					
CLOTH NAPKINS	<input type="checkbox"/> White			\$0.40 (each)	\$	\$
	<input type="checkbox"/> Black				\$	\$
					Total Due	\$

Person(s) responsible for rentals are responsible for all damages and items not returned. By signing this form shall constitute an agreement to reimburse the church for any damages.

I have read and agree to the terms of this form:

Signature of Person Renting: _____ Date: ___/___/___