

Community Center Equipment Request

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

Date of Event: \_\_\_\_\_

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

<u>EQUIPMENT</u>	<u>SIZE</u>	<u># AVAILABLE</u>	<u>RENTAL FEE</u>	<u>QUANTITY REQUESTED</u>
TABLES:				
BANQUET	8' x 2.5' rectangle	_____	---n/c---	_____
CARD TABLES	3'X3' square	_____	---n/c---	_____
*WIND ROOM use only:				
CHAIRS:				
*Blue cloth chairs		<u>100</u>	---n/c---	_____
Blue plastic chairs		_____	---n/c---	_____
*Coffee maker		(1)	\$10/1	_____
*Air pots for coffee/tea		(3)	\$10/3	_____
*Microwave (Wind room only)		(1)	\$10	_____
Portable coat racks		(1)	\$10/ea	_____
* Podium		(1)	\$10/ea	_____
* Podium /Microphone		(1)	\$10/ea	_____
TV/DVD combo 19"		(1)	\$10/ea	_____
FLIP CHART		(1)	\$10/ea	_____
* WIND ROOM use only				