



DDA Table and/or Chair Rental Form

Name of Group:

Contact for Group:

Address:

Phone Number:

Dates of Rental:

Rates:

Tables ... \$8 / table X _____ tables for agreed upon rental duration = \$ _____

Chairs ... \$1 / chair X _____ chairs for agreed upon rental duration = \$ _____

Subtotal = \$ _____

Damage Deposit = \$100

Total = \$ _____

The Group will pick up the tables and/or chairs on _____ at _____

The Group will drop off the tables and/or chairs on _____ at _____

Any other details that might be worth noting: _____

Every effort will be made to comply with these dates and times so as not to inconvenience any city staff that will have to be present for access to storage where tables and/or chairs are kept. If this can't be facilitated at dates and times stated, alternate arrangements must be made as soon as possible to accommodate the request. If the group does not comply with this request, then an administrative fee of \$50 will be charged and applied to any damage deposit refund. For return of the damage deposit, once verified by the City Official after the rental, to whom do you want the check returned to: _____

And mailed to what address: _____

Print Name:

Date:

Signature: