



2023 SUPPLY RENTAL ORDER FORM

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

EVENT NAME:	EVENT DATE:	ORDER DATE:
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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	\$5.00		
62" x 62" Square	<input type="checkbox"/> White	\$5.00		
90" x 90" Square	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$5.00		
81" x 81" Square	<input type="checkbox"/> White	\$5.00		
52" x 90" Rectangle (6' Table)	<input type="checkbox"/> White	\$5.00		
52" x 114" Rectangle (8' Table)	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$5.00		
120" Round	<input type="checkbox"/> White	\$20.00		
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		
Wireless Microphone	For use indoors only	\$10.00		
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		

Custom Décor Available through Encore Events: Contact Yvonne at (651) 829-1281 or Yvonne@encoreevents.biz				
Banquet Décor Package: 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			
Head Table Draping: 10', 16', 26' and 35' starting at \$265 (includes install and removal)				
Backdrop: Multiple colors available 12' starting at \$200				
Ceiling Drape (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

Payments may be made by cash, check, or credit card online.	TOTAL DUE	\$
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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: