

TABLE AND/OR CHAIR RENTAL FORM

Name of Group: \_\_\_\_\_

Contact for Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s) at work \_\_\_\_\_ home \_\_\_\_\_ cell \_\_\_\_\_

Date(s) of rental: \_\_\_\_\_

Rates:

Tables ... \$5/table X \_\_\_\_\_ tables for agreed upon rental duration = \$ \_\_\_\_\_

Chairs .... \$2/chair X \_\_\_\_\_ chairs for agreed upon rental duration = \$ \_\_\_\_\_

sub-total = \$ \_\_\_\_\_

GST 7% = \$ \_\_\_\_\_

PLUS DAMAGE DEPOSIT = \$ 200.00

RECEIPT #: \_\_\_\_\_ **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 town 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 Town official after the event, to whom do you want the cheque made payable: \_\_\_\_\_

and mailed to what address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contact Person                      date                      //                      Town Official

Copy to:  
Public Works: \_\_\_\_\_ Finance: \_\_\_\_\_ Other: \_\_\_\_\_