

MEMORANDUM

To: Douglas Downtown Development Authority

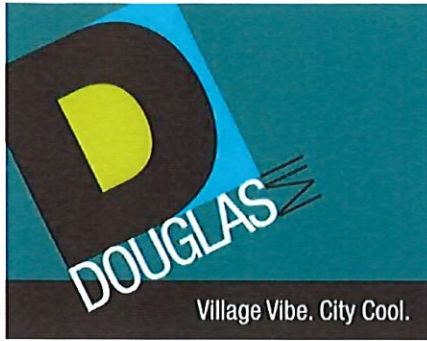
From: Rich LaBombard
City Manager

Date: November 23, 2022

RE: Table and Chair Rental Form - DRAFT

The attached draft form is being provided for review.

Discussion item.



2022 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 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 rental, to whole do you what the check returned to: _____

And mailed to what address: _____

Print Name: _____

Date: _____

Signature: _____