

Folsom Community Facilities
 50 Natoma Street Folsom, CA 95630
 Office: (916) 355-7299 Fax: (916) 351-3364

EQUIPMENT RENTAL ORDER

Name: _____ Event Date: _____

Facility: _____ Room: _____

Phone: _____

Rental Item (include color and size for linen)	Quantity	Unit Cost	Total Cost
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
9.		\$	\$
10.		\$	\$
11.		\$	\$
12.		\$	\$
13.		\$	\$
14.		\$	\$
15. Delivery / Service Fee (applies to all outside vendor orders)		\$55.00	\$55.00
Total Rental Item Costs			\$

For Office Use Only

Vendor: _____ Phone: _____

Date Ordered: _____ Order Given To: _____

Amount Paid: _____ Payment Method: _____ Date Paid: _____

Delivery Date: _____ Pick Up Date: _____ Staff Initials: _____

Notes: _____
