



## LINEN/SUPPLY RENTAL ORDER FORM

Fax 682.224.8879 OR Email to [info@belltowerfortworth.com](mailto:info@belltowerfortworth.com)

<b>EVENT DATE:</b>	<b>EVENT NAME:</b>	<b>ORDER DATE:</b>
<p><b>Linen Guide:</b>          60" Round Guest Tables use 120" round linens (guest count divided by 10 = number of guest tables)          6' Service/Buffer Tables use 90"x132" linens (standard setup is 8 tables)          36" Round Tables (2) use 108" round linens (cake tables)          Cocktail Tables use 120" round linen without sash OR a 132" round linen with sash</p>		

FLOOR LENGTH LINENS (Poly)	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
120" Round (60" round guest tables)	<input type="checkbox"/> Ivory <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy	\$10.00			
90"X132" (6' service table)	<input type="checkbox"/> Ivory <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy	\$15.00			
132" Round (cocktail table w/sash)	<input type="checkbox"/> Ivory <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy	\$12.00			
108" Round (90" table)	<input type="checkbox"/> Ivory <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy	\$8.00			
Poly Napkin	<input type="checkbox"/> Ivory <input type="checkbox"/> Black	\$0.50			
OVERLAYS (Square)	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
72" SATIN		\$7.00			
72" ORGANZA		\$5.00			
72" Burlap	Natural	\$7.00			
24" Burlap Fringed Table Square	Natural	\$5.00			
RUNNERS & SASHES	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
14"X108" SATIN		\$4.00			
14"x108" ORGANZA		\$4.00			
14"x108" Burlap	Natural	\$4.00			
THE COCKTAIL HOUR (Maximum Quantity – 10)		COLOR	\$ EACH	QUANTITY	\$ TOTAL
36" Cocktail Table + 132" Linen & Sash		Linen/Sash Color?	\$26		
36' Cocktail Table + 120" Linen		Linen Color?	\$20		
LET THEM EAT CAKE	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
14" Round Cake Stand	Silver	\$25.00			
18" Round Cake Stand	Silver	\$35.00			
22" Round Cake Stand	Silver	\$45.00			
14" Square Cake Stand	Silver	\$25.00			
16" Square Cake Stand	Silver	\$35.00			
22" Square Cake Stand	Silver	\$45.00			
Classic Silver Cake Serving Set (2)	Silver	\$8.00			
Beaded Charm Cake Serving Set (2)	Silver	\$8.00			
ALL THAT GLITTERS	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
Crystal Chandelier (Garden Pergola)	Clear/White	\$75.00			
Wrought Iron Chandelier (Garden)	Black/Natural	\$75.00			
32" Pewter Calla Lilly Tea Light Tree	Silver - 10 Available	\$10.00			
17" Beaded Glass Candlesticks 17"	Silver w/ Clear Beads – Set of 2	\$10.00			
UNITY OF LOVE	COLOR	\$ EACH	QUANTITY	\$ TOTAL	
Lenox Opal Innocence Candle Stand	Silver / Candles not included	\$15.00			
Linked Hearts Unity Candle Stand	Silver / Candles not included	\$15.00			
Glittering Beads Unity Candle Stand	Silver / Candles not included	\$15.00			



## LINEN/SUPPLY RENTAL ORDER FORM

Fax 682.224.8879 OR Email to [info@belltowerfortworth.com](mailto:info@belltowerfortworth.com)

CANDLES (for <i>PURCHASE</i> )	COLOR	\$ EACH	QUANTITY	\$ TOTAL
Unity Candle Set (1 6" Pillar, 2 Tapers)	<input type="checkbox"/> Ivory <input type="checkbox"/> White	\$10.00		
Votive	<input type="checkbox"/> Ivory <input type="checkbox"/> White	\$1.00		
Tea light	White	\$0.75		
STANDING OUT	COLOR	\$ EACH	QUANTITY	\$ TOTAL
3.5' Wrought Iron Pillars	Dark Grey / Set of 2	\$20.00		
21" Faux Sandstone Pillars	Natural Stone / Set of 2	\$20.00		
36" Clear Plexiglass Pillars	Clear / Set of 2	\$30.00		
Gold Floor Easel (1)	Gold	\$10.00		
Wrought Iron Floor Easel (1)	Black	\$10.00		
SELF SERVE	COLOR	\$ EACH	QUANTITY	\$ TOTAL
Stainless Steel Insulated Ice/Beverage Tub	Stainless - 5 gallon	\$30.00		
Stainless Steel 45 Cup Coffee Maker	Stainless	\$25.00		
Poly 3 Gallon Beverage Dispenser	Polycarbonate Clear	\$10.00		
<b>Payments may be made by cash, check or credit card through our <a href="#">website</a>.</b>			<b>TOTAL DUE</b>	<b>\$</b>

**Payment of rental fees indicates agreement to the following 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.
- Renter must authorize, via fax or email, any changes to the rental order.
- Renter assumes full liability for items used during the Event (including any risk that may be weather related).
- Renter agrees to reimburse Belltower for lost or damaged items based on replacement costs, plus shipping charges.
- Damages to linens may include but are not limited to; sterno oil, wax, permanent ink, grease, burns, tears.
- Belltower has the right to make adjustments for damages realized after their return.
- Decisions made by Belltower 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
<input type="checkbox"/> Items added the day of event. Please mark (✓) added items on order form and have client initial here. _____
<input type="checkbox"/> All items have been accounted for and returned.
<input type="checkbox"/> Damaged or lost items. List below with brief description of damages:

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_