

**Beckman PTO
Tablecloth Reservation Form**

BHS Group Name _____

Date Requested _____ Approx Time Needed _____

Contact Person/ Cell Number/ E-Mail Address

Total Number of Tablecloths Requested:

90" Round (Approx. 25 Red: 15 Navy)

120" Round (Approx. 25 White)

RED Quantity needed _____

WHITE Quantity needed _____

NAVY Quantity needed _____

Banquet/Rectangle (6 Red: 5 Navy)

RED Quantity needed _____

NAVY Quantity needed _____

Reservation Instructions:

_____ Contact Elaine Maslar at BHSTablecloths@gmail.com or 714-206-4359 to reserve date

_____ Complete Reservation Form and Email to Elaine Maslar or leave with Sissy Oberlin

_____ \$10 Total Rental Fee (Checks made out to Beckman PTO)

_____ \$200 Security Deposit is required to reserve tablecloths for loss or damages.

(Checks made out to Beckman PTO) Checks will only be cashed if tablecloths are not returned ***cleaned and in the specified time frame.***

ALL TABLECLOTHS MUST BE RETURNED CLEANED AND WITHIN 24-72 HOURS!

Timing depends on if there is another event they are needed for ASAP. All tablecloths can be cleaned professionally or carefully laundered at home. Dry completely and fold or hang nicely. Please return to Sissy Oberlin in the front office in their original condition

Borrower Signature

PTO Representative Signature

For PTO USE:

Check # _____

Date Received _____

Check Return Date _____

Notes/Details: