**Linen Order Form**

**South Bellevue Community Center**

Linens in a variety of sizes and colors are available to rent at a very affordable price through South Bellevue Community Center. To reserve linens for your event, please complete the following information and email to SBCC@bellevuewa.gov, fax to (425) 452-7912, or deliver to SBCC to complete your request.

***Linen requests must be received three (3) weeks prior to your event date.***

Customer Name:

Rental Date:

Rental Start Time:

Room Reserved:

**Table Cloths - *$4.00 each*:**

52 x 52 Great for use over a card-size table. Makes an ordinary table beautiful.

 Ivory#:      White#:       Black#:

114 x 53 Creates a 21”drop on a 6 foot-long table.

 Ivory#:      White#:       Black#:

85 x 85 Great for a 5’ round table that creates a 13.5” drop. Consider two for added length!

 Ivory#:      White#:       Black#:

**Napkins *- $0.50 each*:**

Check which color you want below and indicate quantity above.

[ ]  White (#     ) [ ]  \*Bistro (#     ) \*White w/Navy Striping

[ ]  Black (#     ) [ ]  Ivory (#     )

[ ]  Red (#     ) [ ]  Burgundy (#     )

Tablecloths and napkins not returned at the end of the rental will result in an additional charge at the same rate per linen.