



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.

- | | | |
|-----------------------------------------|-------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> White (#_____) | <input type="checkbox"/> Emerald Green (#_____) | <input type="checkbox"/> *Bistro (#_____) |
| <input type="checkbox"/> Black (#_____) | <input type="checkbox"/> Ivory (#_____) | *White w/Navy Striping |
| <input type="checkbox"/> Red (#_____) | <input type="checkbox"/> Burgundy (#_____) | |



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