

# Rentals Worksheet

Rental Facility \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Consultant \_\_\_\_\_ Business Hours \_\_\_\_\_  
 Web Site \_\_\_\_\_ E-mail Address \_\_\_\_\_

Ceremony Rental Items	Quantity	Price Ea.	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reception Rental Items	Quantity	Price Ea.	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Rental Items	Quantity	Price Ea.	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_

Balance Due \_\_\_\_\_ Balance Due on or Before \_\_\_\_\_

Make Checks Payable To: \_\_\_\_\_

Cancellation Policies & Notes

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