

SDC-CDS Catering Equipment Request Form

Renter Name: _____
 Organization (if applicable): _____
 Email: _____
 Phone: _____
 Event Name: _____
 Event Date(s): _____
 Pickup Date/Time: _____
 Return Date/Time: _____

Select Equipment Needed (Enter quantity requested)

Item	Available	Price	Qty Requested
Item	Quantity		_____
Tents	13	\$25	_____
Table (Black)	21	\$5	_____
Table (Tan)	9	\$5	_____
Chairs (White)	198	\$1.50	_____
Chairs (Blue)	5	\$1.50	_____
Table Cloth (Black)	34	\$8	_____
Table Cloth (White)	31	\$8	_____
Table Cloth (Purple Satin)	8	\$8	_____
Table Runner (Gold)	8	\$5	_____
Table Skirts (Black)	4	\$5	_____
Butter Knives	314	\$5	_____
Forks	291	\$0.25	_____
Spoons	450	\$0.25	_____
Dinner Plates	55	\$1	_____
Bowls	39	\$1	_____
Glass Decanters	23	\$5	_____
Glass Candy/Nut Dishes	8	\$5	_____
Glass Flutes	168	\$5	_____
Silver Coated Cups	24	\$5	_____
Wine Glasses (2oz)	36	\$5	_____
Wine Glasses (3oz)	33	\$5	_____
Wine Glasses (4 1/2 oz)	13	\$5	_____

Item	Available	Price	Qty Requested
Wine Glasses (6 1/2 oz)	22	\$5	_____
Silverware Divider	2	\$5	_____
Bus Tub	3	\$8	_____
Clear Serving Tray	2	\$1	_____
Red Serving Tray	4	\$1	_____
Green Serving Tray	5	\$1	_____
Red Plastic Bowl	8	\$1	_____
Green Plastic Bowl	8	\$1	_____
Clear Bowl (LG)	1	\$1	_____
Clear Bowl (XL)	4	\$1	_____
Wooden Salad Bowl	2	\$1	_____
Soup Ladle	9	\$5	_____
Serving Tongs	4	\$5	_____
Serving Spoon (Regular)	2	\$0.25	_____
Serving Spoon (Slotted)	2	\$0.25	_____
Rectangle Chaffing Dish (Deep)	12	\$5	_____
Rectangle Chaffing Dish (Shallow)	15	\$5	_____
Rectangle Chaffing Holder	5	\$5	_____
Rectangle Chaffing Lid	7	\$5	_____
Round Chaffing Set	10	\$5	_____
Chaffing Set Fuel	74	\$5	_____
Chaffing Set Fuel Holder	12	\$5	_____
Chaffing Set Fuel Lid	11	\$5	_____
Chip Warmer	1	\$5	_____
Hot Cheese Dispenser	1	\$20	_____
Hotdog Machine	1	\$50	_____
Ketchup Dispenser	1	\$20	_____
Soup Warmer	2	\$5	_____
Rectangle Hot Wells	6	\$5	_____
Water Pitchers	8	\$5	_____
Bunn Coffee Maker	1	\$20	_____
Glass Coffee Pot	3	\$20	_____
Coffee Carafes	2	\$20	_____
Hot Water/Coffee Urn (30 cups)	1	\$20	_____

Item	Available	Price	Qty Requested
Hot Water/Coffee Urn (42 cups)	2	\$20	_____
Hot Water/Coffee Urn (60 cups)	2	\$20	_____
Hot Water/Coffee Urn (100 cups)	1	\$20	_____
Hot Water/Coffee Urn (110 cups)	1	\$20	_____
Black Plastic Coffee Urn	2	\$20	_____
Cold Beverage Dispenser	1	\$20	_____
Popcorn Machine	1	\$50	_____
Cotton Candy Machine	1	\$50	_____
Hot Plate (Square)	2	\$1	_____
Hot Plate (Rectangle)	1	\$1	_____
Silver Stock Pot	3	\$5	_____
Black Stock Pot	1	\$5	_____
Metal Mixing Bowl (LG)	1	\$1	_____
Metal Mixing Bowl (XL)	1	\$1	_____
Butter Knives	N/A	\$5	_____
Spoons	N/A	\$0.25	_____
Kegeator	1	\$200	_____

Rental Cost Summary

Subtotal (Equipment Total): \$ _____
 50% Non profit Discount (if applicable) _____
 Cleaning Deposit: \$100.00 _____
 Damage/Replacement Deposit: \$150.00 _____
 TOTAL AMOUNT DUE: \$ _____

Payment Method

Invoice Check Cash Other: _____

Terms

- I agree to return all items clean and in original condition
- I understand damaged or unreturned items will be charged at full replacement cost

Signature: _____

Date: _____

SDC-CDS Office Use Only

Approved By: _____

Date: _____

Paid: Yes No