



# Youth InTent Reservation Contract

Please fill out the following Reservation Contract to reserve items. In support of the youth ministries program at Downers Grove First United Methodist Church, I want to rent the items listed below:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best phone number \_\_\_\_\_

Event date: \_\_\_\_\_ Time: \_\_\_\_\_ Preferred delivery date and time: \_\_\_\_\_

Please note that tent pickup will generally be the day after the event, unless it rains, since tents must be dry before they can be folded.

Address: \_\_\_\_\_ City \_\_\_\_\_

Directions: \_\_\_\_\_

**TENT INFORMATION: Prices include delivery and set-up for tents only within 10 miles of the church.** Tents are canopies and can only be set up on grassy surfaces, not on paved surfaces. The yard must be mowed before set up and any branches and/or bushes that might interfere with tent set-up must be trimmed prior to arrival. In addition, all animal waste must be cleaned from the property prior to delivery and pickup. Any damage caused on-site to rented items may result in an additional charge. **Tables and chairs are available separately for customer pickup.**

**TENTS:** Please indicate the size and quantity you wish to rent (Price includes delivery.).

____ 20 ft. x 20 ft. Tent - \$225 each (This size fits 4 tables.)	No. needed: _____ = Total = \$ _____
____ 20 ft. x 30 ft. Tent - \$265 each (This size fits 6 tables.)	No. needed: _____ = Total = \$ _____
____ 20 ft. x40 ft. Tent - \$295 each (This size tent fits 8 tables.)	No. needed: _____ = Total = \$ _____
____ white tent sides – quoted on request	<b>Tent Total = \$ _____</b>

Please allow an extra 10 ft. of space around the perimeter of the tent (width and length) to account for support ropes and stakes.

**TABLES AND CHAIRS:** DGFUMC has a limited number of tables and chairs available for rent. These are not delivered with tents. Pickup of these items is the responsibility of the customer. Tables are \$10 each. Fitted wind-resistant vinyl covers in a variety of colors can be purchased for all tables for an additional \$2 each. White padded folding chairs are available to rent for \$1 each. Please contact Don (see contact information below) to make arrangements to pick up these items.

____ 5 ft. round tables (seat 7–8) (\$10 each)	No. needed: _____ = Total = \$ _____
____ covers (\$2 each) Cover color preference _____	No. needed: _____ = Total = \$ _____
____ 6 ft. round tables (seat 9–10) (\$10 each)	No. needed: _____ = Total = \$ _____
____ covers (\$2 each) Cover color preference _____	No. needed: _____ = Total = \$ _____
____ 30 in. round standup cocktail tables (\$10 each)	No. needed: _____ = Total = \$ _____
____ covers (\$2 each) Cover color preference _____	No. needed: _____ = Total = \$ _____
____ 8' rectangular tables (seat 8–10/also good for serving)	No. needed: _____ = Total = \$ _____
____ covers (\$2 each.) White covers only.	No. needed: _____ = Total = \$ _____
____ White, padded folding chairs	Total chairs needed: _____ = \$ _____
<b>Total for Tables, Chairs &amp; Covers = \$ _____</b>	

**Table Cover Colors**

- 5 ft. table: white, dark blue, light blue, purple, red, yellow/gold, light green, dark green, black, blue gingham, red gingham
- 6 ft. round table: white, dark blue, purple, red, black, zebra, blue gingham and red gingham
- 30 in. round standup cocktail table: white, dark blue, purple, red, black, red gingham and blue gingham
- 8 ft. rectangular table covers are white only.

**GRAND TOTAL for Tents, Tables, Chairs & Covers = \$ \_\_\_\_\_**

**DEPOSIT: To consider your order reserved, we must receive this completed and signed form and your deposit payment.**

A \$100 deposit is required to reserve your order. Balance is due on delivery of tent/pick-up chairs and tables. Checks should be made payable to DGFUMC with "Youth InTent" written in memo line.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail or deliver this form and your check at:** Downers Grove First United Methodist Church, 1032 Maple Ave., Downers Grove, IL 60515 OR You may leave your order in our mailbox outside the main south-facing doors off the parking lot.

**For questions or more information,** contact Don Dunham at 630.968.7120, ext. 210 or 630.362.3164 (cell) or at don@dgfumc.org.