



Hoopeton Municipal Building

## City of Hoopeton

301 W. Main St.  
 Hoopeton, IL 60942  
 (217) 283-5320  
 Fax: (217) 283-7965

# CITY OF HOOPESTON TABLE/ CHAIR RENTAL AGREEMENT

1. All table and chairs must be in the same condition upon return.
2. A deposit of \$250.00 is required at time of reservation of items. Refund will be requested after all items are returned in their original condition.
3. If the items are not returned within one (1) business day, additional charges will be added. (\$8.00 per table, per day; \$1.00 per chair, per day)
4. Weekend Rentals will be given until Monday before additional charges will incur. Items **MUST** be picked up/returned before 2pm Monday thru Friday.
5. The City will not be responsible for delivery/transportation of items.
6. A photo ID must be provided showing renter's correct address.

RENTAL PERIOD	QUANTITY	ITEM(S)	COST
		DEPOSIT PAID	\$
		CHAIRS: \$1 EA/PER DAY	\$
		TABLES: \$8 EA/PER DAY	\$
		TOTAL AMOUNT DUE	\$
		LATE CHARGES	\$

Renter's Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Venue Location: \_\_\_\_\_

The above items were rented on \_\_\_\_\_, 20\_\_\_\_, and will be returned on \_\_\_\_\_, 20\_\_\_\_.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Date Returned: \_\_\_\_\_ All Items Returned: \_\_\_\_\_ Condition Returned: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ City Representative Signature: \_\_\_\_\_