



COH EVENT LINEN AGREEMENT

Authorization For Credit Card Payment

EVENT: _____

Event Date: _____

Signature: _____ **Today's Date:** _____

Please indicate below the number of table linens desired for your Event. Currently we have 22 white, 26 black, 25 silver, and 25 royal blue linens to accommodate our 60" round tables. We will make every effort to fulfill your request and will let you know as soon as possible if we cannot comply with your request. Please refer to **page 13** of Mitzvah Handbook for linen breakdown.

Black _____ White _____ Silver _____ Royal Blue _____ Purple _____

AGREEMENT & TERMS Execution of this agreement indicates that you understand and agree to the terms contained herein. You are responsible to collect linens, have them laundered after the Event, and returned to COH prior to the Shabbat (Friday before 2:00pm) following Event date indicated above. **TERMS:** Cleaning fees (\$24 each) will ONLY be incurred if linens are left on the premises after the Event. Please check with the COH office one week prior to the Event to ensure linens are available for your use.

CREDIT CARD & BILLING

Charge to Card on File American Express MasterCard VISA

Name as it appears on the card: _____

Address: _____

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

FOR OFFICE USE & FILE:

Date Received: _____

Comments: _____