



Linen Service

We offer Black linens that are a fraction of the cost of what rental or event companies charge you in town. All linens are the standard polyester blend that is used in the majority of events. This service is ONLY available to an event renter for their event within the Cheyenne Depot Museum. This cost includes the setup of the linens, the takedown and the laundering of them. If permanent damage/missing is done to the linen then there will a charge to you to replace the linen that is damaged.

QTY	Total
_____ 120 in Round Black linen \$12.00 a piece	\$ _____
_____ 90 x132 rectangle linen \$12.00 a piece	\$ _____
_____ Total Sales Tax (6%) \$ _____	\$ _____

Payment is due with final payment of Coupler/Lobby Rental

Day and Date of Event: _____ Type of Event: _____

Name/Organization: _____ Contact Person: _____

Address: _____

Primary Phone: _____ Email: _____

Reminder of Important Guidelines

I have read the Museum policies and understand the guidelines set forth. Should my organization or guests at the event fail to comply with the policies and guidelines, I acknowledge additional charges will be assessed and/or future use of the linens will be restricted.

_____ (Organization Representative Signature)

Office Use:

Date received: _____ Received By: _____ Credit Card for file

EXP _____ CVC: _____