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**The Charles A. Melton Center**

501 East Miner Street  
West Chester, PA 19382  
(610) 692-9290

# Rental Request Form

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## *Contact Information:*

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

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## *Rental Request:*

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Number of People (Expected): \_\_\_\_\_

Tables/Chairs Required?: (Y/N)    Tables(#): \_\_\_\_\_ Chairs(#): \_\_\_\_\_

Will alcohol be served? (Y/N)

\*Insurance and T.I.P Bartender is required

Is this a recurring event?: (One Day Only / Daily / Weekly / Monthly )

Other: \_\_\_\_\_

