



**LINENS**

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mould and mildew spots appear and grow if linens are not handled properly which causes an increase in cleaning and replacement costs. Please follow the following procedure.

**If Linens are taken out of the storage room and unfolded consider them used. They need to be dry cleaned.**

1. Indicate on the booking form that you are using the linens for your event/activity.
2. If you find an item that is stained or dirty, place it on the Storage Room table with a note explaining its condition.
3. When your event/activity is complete, ensure that excess food, crumbs, decorations, etc. have been removed from all linens. (Be sure to clean up any mess caused by this process).
4. Sort linens into groups i.e. tablecloths, napkins and toppers.
5. Place wet items across the table in Storage Room to allow them to dry.
6. Count the items and fill in the form below and leave the form with the linens.

ITEM	COST EACH	USER COUNT	BHCC COUNT	COMMENTS
Round Tablecloths	\$3.00			
Rectangular Tablecloths	\$3.00			
Table Toppers	\$0.75			
Napkins	\$0.25			
Dish Towels	\$0.25			
Dish cloths	\$0.25			
<b>NOTE: A HANDLING CHARGE OF \$30.00 WILL BE ADDED TO YOUR INVOICE.</b>				