

EQUIPMENT CHECK-OUT

Borrower's Name _____ Occasion _____

Date Borrowed _____ Return on _____

Special Instructions _____

ITEM	QUANTITY AVAILABLE	QUANTITY BORROWED	HOSTESS INITIALS (Check-out)	HOSTESS INITIALS (Check-in)
3-Tiered glass serving set	1			
Baskets - large oval	1			
Baskets - large plates	4			
Baskets - large rectangular	1			
Baskets - Longaberger	1			
Baskets - round serving	24			
Baskets - small circular	1			
Baskets - small oval	1			
Baskets - small plates	6			
Baskets - tall leather straps	1			
Cake server - silver	2			
Candelabra pair - silver	1			
Carafes - black	10			
Cream/sugar w/tray - silver	1			
Flower bowls - large plastic	3			
Flower bowls - small plastic	3			
Goblet for mints/nuts - glass	1			
Goblets - Grand Vin wide	16			
Hurricane Globes	15			
Ice Buckets - Red	6			
Ladles - glass	2			
Ladles - plastic	5			
Mugs - glass	47			
Nut dishes - silver	2			
Pitchers - glass ("Kool-Aid" shaped)	16			
Pitchers - small glass	8			

ITEM	QUANTITY AVAILABLE	QUANTITY BORROWED	HOSTESS INITIALS (Check-out)	HOSTESS INITIALS (Check-in)
Pitchers - tall glass	3			
Punch bowls - glass	2			
Punch bowls - silver	1			
Punch bowls - plastic	1			
Punch cups - medium	89			
Punch cups - small	57			
Serving bowls - glass	2			
Stemware	24			
Tablecloths - rectangular (to floor)	7			
Tablecloths - rect. (floor, open ends)	1			
Tablecloths - round (to floor)	13			
Tablecloths - round 90"	27			
Tongs	13			
Trays - circular, clear plastic	4			
Trays - circular, glass	1			
Trays - circular, silver	3			
Trays - rectangular clear plastic	8			

ITEM	QUANTITY AVAILABLE	DESCRIPTION OF BORROWED ITEM	HOSTESS INITIALS (Check-out)	HOSTESS INITIALS (Check-in)
Flower arrangement	14			
Gift Box arrangement	1			
Trays - silver	assorted			

Borrower's Signature _____