

Maintenance Request Example Submission

Please be specific when submitting requests such as this...

6 Tables

12 Chairs

2 Trash / 2 Recycle Cans

4 Risers / 6 Pipe and Drape

Do you need tables or chairs rented? If so, please include in this section.

Exterior Door / Controlled Access - what times do you want doors to be open and which ones?

Additional Event / Set Up requests

Submission Example

Additional Information

Does your event need setup or other services?*

Yes

No

Please add account name and number to charge services:

Type your answer here

If yes, please submit your maintenance needs. [Click here to view a maintenance request example.](#)

6 Tables
12 Chairs
2 Trash / 2 Recycle Cans
4 Risers / 6 Pipe and Drape

Our tables and chairs will be fine. No need for rentals.

Exterior Door / Controlled Access - 3pm - 7pm