



ST. LAWRENCE MARTYR LINEN REQUEST FORM

Please return completed form to: Yvonne.Fisher@stlm.org

Today's Date	_____
Requestor	_____
Requestor Email	_____
Requestor Phone	_____
Event Date	_____
Event Title	_____
Pick Up Date / Time	_____
Linen Cleaning Fee	\$125.00 _____

	Qty Available	Qty Needed
8' Fitted Rectangle: Black White Red (Check 1)	4	
6' Fitted Rectangle Black	7	
6' Fitted Rectangle White	6	
6' Fitted Rectangle Red	6	
108" Round White	29	
108" Round Red	18	
120" Round Black		
120" Round Ivory		
90" Round Ivory		
Round Green Print	16	
White Rectangle/Oval (Fits 6' Rectangle)	13	
Oval Black		
Rectangle Black		
Rectangle Ivory		
Square Black		
White Linen Napkins	74	
Black Linen Napkins	52	
Ivory Linen Napkins	15	

At the end of your event, put all used linens in the provided CLEAR plastic bags and take them to the Hall Kitchen. Place the bag(s) on the bottom shelf under the microwave.

Requestor acknowledges that he/she is responsible for the cost of replacing any missing or damaged linen.

For any after-hours emergency, please call the Parish Office at 310.540.0329 and choose Option 1.