



*Thomas R. Yokley, President*

141 West Main | Williamsville, IL 62693 | ph: (217) 566-3806 | fax: (217) 566-2105

## TENT RENTAL AGREEMENT

The information in this Tent Rental Agreement is set forth in order to eliminate misunderstandings and help to ensure that your event will be a success. Please review the agreement carefully and sign it. We welcome any questions that may arise.

**Definitions:** For the purpose of this rental agreement, \_\_\_\_\_ is hereby defined as Renter, and Village of Williamsville is hereby defined as Rentee.

**Terms:** To guarantee your reservation, we must receive deposit, and a signed Tent Rental Agreement. Final payment is due 7 days before scheduled installation day. Deposits will be returned contingent upon inspection after the take down of tents.

**Method of Payment:** We accept cash, check, or money order.

**Cancellations:** When we receive your deposit and your signed Tent Rental Agreement, we immediately remove the tent and any accessories from our inventory and schedule a crew. Therefore, if you cancel your tent rental within 30 days of the event date, you will be charged 50% of the total tent rental cost.

**Tent Installation:** Installation of a tent must be done correctly for the protections of the users, the tent, and ultimately, the success of your event. Therefore, it is our strict policy that all installations and takedowns are done by our two experienced village employees. However, four additional people (**provided by the renter**) are required to help assist with the installation and takedown.

**Working Hours:** Our crews install and take down tents between the hours of 7:30 a.m. and 3:30 p.m. Monday – Friday. If your tent must be installed or taken down outside these times or on a holiday, there will be an additional overtime labor charge. Prices vary for each situation.

**Preparation for Installation and Takedown:** The area must be completely clear of obstructions before we arrive at the job site. In like manner, the tent must be totally empty before we can take it down. Renter is responsible for identifying the location of any underground utilities and sprinkler systems. Renter will call J.U.L.I.E. at 1-800-892-0123 no less than two weeks before the event date to insure that there are no underground utilities in the set up area. The renter assumes responsibility for any damage the installation of the tent may cause.

**Inclement Weather Policy:** If conditions are too dangerous to install or takedown a tent on the scheduled day and time, installation or removal may be postponed until conditions are again safe. If inclement weather prohibits the installation of a tent in time for the scheduled event, the renter shall receive a refund in the amount of their entire payments.

**Damage:** The Renter is responsible for any damage to tents or accessories due to negligence or vandalism and is liable for any repairs or replacement of equipment. Deposit will be applied towards damage tents. Renter agrees not to cook under the tent, no smoking under the tent, and not to place any lighting in contact with the tent surfaces. The Rentee is not responsible for any loss or damage to any property placed in, under, or around tents. The Rentee will provide a checklist to the Renter indicating any damages to tents and accessories, pre and post rental, and an itemized list of any damage or cleaning charges to be assessed.

**Release of Liability:** The renter assumes any and all liability for property damage or personal injury in conjunction with the use of this tent and any of its accessories, including but not limited to: tent sides, fans, or other items rented from the Rentee.



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RENTER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

EVENT ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

Check One: Non for Profit Organization: \_\_\_\_\_ Profit Organization: \_\_\_\_\_

CHARGES:

TENTS (select tent(s) and number of days requested):

___ 15' x 15' TENT	Rental Fee: _____ days @ \$50.00 = \$ _____
	Deposit (must be separate check): <u>\$50.00</u>
___ 16' x 24' TENT	Rental Fee: _____ days @ \$75.00 = \$ _____
	Deposit (must be separate check): <u>\$75.00</u>
___ 30' x 60' TENT	Rental Fee: _____ days @ \$500.00 = \$ _____
	Deposit (must be separate check): <u>\$500.00</u>

ACCESSORIES:

SIDES WITH WINDOWS (30 x 60 tent - N/C) \_\_\_\_\_ YES \_\_\_\_\_ NO

BOXED FANS (2) \_\_\_\_\_ fans @ \$10.00 = \$ \_\_\_\_\_

ADDITIONAL LABOR CHARGE: \$ \_\_\_\_\_

**TOTAL DEPOSIT** \$ \_\_\_\_\_

**FINAL RENTAL PAYMENT** (Due Date: \_\_\_\_\_) \$ \_\_\_\_\_

By signing below, I acknowledge that I have read, understand and accept all of the conditions and charges set forth in the tent rental agreement. I acknowledge that I have had the opportunity to obtain answers to any questions I may have had about this agreement and the tent rental process. I affirm that I accept any and all liability for personal injury or property damage to any individual, company or organization that may result from the rental and use of the aforementioned tent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Village of Williamsville Authorized Signature: \_\_\_\_\_