

# Facilities Planning & Management Event Rental

## **Rental Period & Rates**

Rates are for per use, daily & monthly. Orders for rental items are on a first come first serve case. When placing order please provide all information on drop off area/room/building, date/time of drop off and pickup of items, and amount needed. Deliveries are done in the mornings of the day needed. Hours of deliveries are 6am-1:30pm Monday-Friday

### **Per use rate**

Table-	\$3.00 per table
Chair-	\$.50 per chair
Trash can-	\$2.00 per trash can with liner
4-yard dumpster-	\$35.00 per dumpster or per emptying of dumpster
Mobile stage trailer-	Round trip Fee \$150.00 + Labor rate

### **Labor charge back rates will also be applied**

### **Current Labor rate is \$42.91 per hr./per person**

(Movement of items usually takes 2 people because of the use of the lift gate operation)

### **Max. Items available to rent**

Tables x 100

Chairs x 950

Trashcans x 15

Mobile stage trailer x 1

4-yard dumpster X 4

### **Care of rental items**

Customer shall be responsible for any & all damage to any of the rental items not caused by ordinary wear and tear. "Ordinary wear and tear" shall mean only normal deterioration of the rental items caused by ordinary, reasonable and proper use of the rental items. Damage, which is not "Ordinary wear and tear", includes, but is not limited to, cutting or tearing of vinyl, damage due to overturning, exceeding rated capacities, breakage, improper use, abuse, lack of cleaning, contamination of or dirtying of rental items with non-approved items such as chemicals, non-approved food, paint, silly string, mud, clay, or other materials. No use of duct

tape. Only use painters/ masking tape or clips to hold down covers/etc. **Customer will clean all tables& chairs at the completion of event.**

### **Broken, Damaged and Missing Rental Items**

The customer retains full responsibility for rented equipment from the time of pick-up/delivery to the time of return. Please be sure equipment is secured to cart, and protected from the weather/ theft. Additional charges will apply for missing, broken, burned or heavily damaged items. Notify us immediately if you find something broken or missing when received.

### **Set up and Breakdown**

Set up and break down service is not available.

### **Pickup**

Rental items need to be, returned to their point of delivery or inside the closest building. Tables, Chairs, & Trashcans should be taken down and stacked in provided carts ready for pickup. All item should be ready available in a single location, secured, protected from elements, and ready for pickup. Items not meeting these conditions are subject to additional fees. Pick up/ drop off will be between the hours of 6:30am-1:30pm Monday- Friday excluding holidays.