



## TENT Rental Letter of Agreement

This letter of agreement confirms the terms and conditions to which I (hereinafter referred to as RENTER), agree to rent the tent provided by The City of Granbury.

For the aforementioned services, RENTER agrees to pay the full rental payment payable to **The City of Granbury**, to reserve the rental date two months prior to the event date and is responsible to contact *DIG-TESS for reports of power lines (1-800-344-8377)*. *Dig Test must be made at least 5 days prior to your event and no more than 14 days prior to your event (If dig tess does not come out to mark the lines the City will not install the Tent)* A \$250.00 (per Tent), nonrefundable is due at the time the reservation is made

Mailing address:  
City of Granbury  
Attention: Building Inspections  
116 W. Bridge St.  
Granbury, TX 76048

The signature below denotes that in all good faith RENTER will abide by the rules and regulations set forth in the attached document, **TENT POLICIES AND PROCEDURES**.

### RELEASE AND HOLD HARMLESS AGREEMENT

I agree, by signing this Hold Harmless agreement, to accept any and all liability resulting from the use of the stage during my rental of said unit. I further agree to hold harmless The City of Granbury, its elected officials, executive officers, agents, and/or employees from any and all claims resulting from my use of the stage during my rental of said unit.

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Renter's Signature

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Date



## Rental Policies and Procedures

The City of Granbury reserves the right to refuse rental of the Tent for any event deemed a potential hazard to the tent or its operations, or for any event deemed not in the best interest of The City of Granbury or the general public.

The tent may be delivered and/or set up in advance of its use, as agreed upon by the renter, but such delivery and/or setup requires to contact **1-800-dig-tess** for any electrical or water lines in the ground. **AT NO TIME SHALL THE TENT BE LEFT UNSECURED.**

The tent is big and heavy, and high. Any damage to the site where the tent is used will be the responsibility of the Renter.

If the unit does not fit and the activity does not take place, the rental payment is refundable.

The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to oversee placement of the unit and to accept delivery.

**NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC.... ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE TENT. THIS INCLUDES DUCT, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF THE UNIT.** Chairs, tables, etc. are not provided.

### **CANCELLATION POLICY**

- For a full refund, cancellation by the renting party must be made at least five working days prior to the rental date.
- In the event that no such cancellation is made, the full rental payment shall be forfeited. In the event that The City of Granbury cannot fulfill its part of the agreement, the rental fee shall be refunded in full. The City of Granbury cannot be held further liable.

City of Granbury 116 W. Bridge St Granbury, TX 76048 Phone: 817-573-1114 Email:

[Inspections@granbury.org](mailto:Inspections@granbury.org) Website: [www.granbury.org](http://www.granbury.org)



## Reservation Form

A tent fee of \$250.00 is due at the time of reservation. Please include the payment when returning this reservation form.

1. Name of organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Person who will meet the tent on delivery: \_\_\_\_\_  
Contact #: Cell phone if possible: (\_\_\_\_) \_\_\_\_\_
6. Where do you want the tent set up? \_\_\_\_\_  
\_\_\_\_\_
7. Date of activity: \_\_\_\_\_ Time of activity: \_\_\_\_\_ to \_\_\_\_\_
8. Setup date: \_\_\_\_\_ Time of setup: \_\_\_\_\_
9. Takedown date: \_\_\_\_\_ Time of takedown \_\_\_\_\_
10. Size of group that will be in the tent: \_\_\_\_\_
11. Tent (20x40) requires space of 40x50

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