



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 amount 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 (Texas Excavation Safety System)* for reports of power lines (1-800-344-8377). A dig test must be made at least FIVE (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 nonrefundable fee of \$300 per Tent (for inside City limits), and \$450 per Tent (outside City limits) is due at the time the reservation is made.

Mailing address:
City of Granbury
Attention: Permits
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 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.

Renter's Signature

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, 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.
- If no such cancellation is made, the full rental payment shall be forfeited. If 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.



Reservation Form

A per Tent fee of \$300 (\$450 outside city limits) 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