



Facility Equipment Rental Fees Agreement

EVENT NAME	EVENT DATE	# DAYS	# HOURS	PERMIT COST
				\$
SUBTOTAL				\$

EQUIPMENT	COST	QUANTITY	TOTAL
60" Round Tables (10 available)	\$10/ea.		\$
42" Round Tables (10 available)	\$10/ea.		\$
Metal Folding Chairs (300 available)	\$1/ea.		\$
SUBTOTAL			\$
Weekday Set-Up*	\$75		\$
Weekend Set-Up*	\$75/hr.		\$
(Town Public Works Staff)	per staff member		\$
GRAND TOTAL			\$

***EQUIPMENT SET-UP: ONLY Town Public Works staff** may set-up rental equipment!
 Monday-Friday set-up charge is \$75. *(Please note that legal holidays are considered as weekend set-up days, and subject to weekend set-up charges.)*

TECHNICAL NEEDS such as a sound mixer, monitors, microphones, etc...will require using a third-party vendor and event co-ordination with Town Staff/Facility Manager.

PAYMENT TERMS: Applicant agrees to pay the Town of Carefree at the time application is submitted OR no later than sixty (60) days prior to the scheduled event.

*All checks are to be made out to the **Town of Carefree.***

Late Payment Fee of 15% of the total permit fee will incur if terms are not met.

Print Name: _____

Signature* : _____

**Upon signing this agreement, applicant is responsible for timely payment, and understands all areas of responsibility of the Town Facility Management. Applicant has reviewed and agrees to all Conditions of Use prior to and during the event.*

Return all executed documents to Vicki Jasperson, Vicki@Carefree.org