

Office Use

Deposit Received _____

Amount _____

Ck# _____ Cash Credit



Rental Agreement

Please read and fill out this rental agreement and return it to
Over The Top 174 Northpark Dr. Aurora, OH 44202
Andy 330-285-7828 Dan 440-724-2617
www.otttent.com

For the rental of: _____

For a period of _____ (days) for the sum of \$ _____ + county tax + _____ delivery fee
Date of event _____ Preferred delivery day _____ Thursday _____ Friday (not guaranteed)

A deposit fee of \$100 is required to secure a reservation. Deposits are due 7 days after initial request. Items will be placed back on market if no deposit is secured. Reservations placed less than 21 days of event date are subject to 50% down payment at the time of the request. **Full payment is due at time of delivery.** We accept Visa, MasterCard, Discover Card (3% charge) checks or cash. **Make checks payable to:** Over The Top Tent

Name _____ E-mail _____

Address _____

City _____ State _____ County _____ Zip _____

Phone _____ Cell _____

Location of setup _____

I, _____ (sign) hereby agree to all terms and conditions of this rental agreement.

Terms and Conditions (initials needed)

_____ **Pricing-** All pricing is for one day rental. If additional days are needed they will be at a rate of 50% of one day rental. Advance notice of additional days needed prior to renting. **All credit card sales will incur a 3% sales charge.**

_____ **Delivery & Pickup-** We will call the week of the event to setup a delivery time. We do our best to accommodate, however, Over The Top reserves the right to deliver or set up at their convenience during daytime hours. Weather may play a factor in setup time. Tables & chairs will be dropped shipped only unless otherwise noted. They should be folded & returned to this spot after event. Additional charges may apply if not. Additional charges may apply for distance hauling at site.

_____ **Set up-** A clear, level open area is needed to setup tent. **No tent will be setup on decks, patios or pool areas without prior written approval from Over the Top Tent Rental. An additional \$150 minimum charge will be added for specialty setups. Over the Top reserves the right to deny specialty setups.** All furniture, grills and sporting equipment must be moved from the area prior to setup. An additional \$50 will be charged if Over the Top must remove items. All tents must be anchored to the ground. Framed tents can be set up on concrete but must be staked to the ground or secured by weight. Only Over The Top can move tents once installed.

_____ **Release-** Over the top and their employees are not responsible for damage to landscape, lawns, underground utilities, sprinklers, wires or other items not expressed due to setup procedures.

_____ **Returns-** All equipment must be returned in original working condition. Damaged or missing equipment will be subjected to replacement charges. No staples, glues or adhesives may be used on any equipment. All tape must be removed from equipment prior to pick up. Replacement costs: tents \$3000.00, tables \$100, chairs \$25 maybe charged to credit card

_____ **Cancellation-** Cancelling prior to event will forfeit deposit.

NO UNAUTHORIZED HEATING DEVICES OR OPEN FLAME ARE ALLOWED IN TENTS! AN EXTINGUISHER NEEDS TO BE PRESENT AT ALL TIMES. BE AWARE OF CO POISONING.

_____ Tents are temporary structures. They do not provide adequate protection from severe weather. If threatening weather or lightening is in the area seek proper shelter until weather has passed.