Tent Rental Information Confirmation Form

Please review, sign and return this sheet to our office prior to receiving your order.

- Installations may be performed any day of the week prior to your event.
- Area of tent installation MUST be cleared at least three or more days prior to installation. Items commonly need to be moved: lawn / patio furniture, grills, planters, patio lights, etc.
- All items that are unable to be moved must be discussed with office staff upon placing order or during optional site inspection.
- Tents installation areas that are not confirmed to be at least ten feet larger on all sides of final installation site should have a site inspection at least two weeks prior to installation.
- If a site inspection is necessary a $75 charge will be assessed. This charge may be applied to the final tent price at the office staff's discretion.
- Tents are reserved for a client with a **50% non-refundable** deposit for the time that the order is confirmed by office staff.
- Tents that are unable to be staked into the earth must be held secure with weights that are additional to the cost of the tent. The number of and weight amount needed are at the discretion of the site inspector or office staff to ensure a safe installation.
- Location knowledge and visual demarcation of sprinkler lines and underground utilities is the responsibility of the home or business owner. For many public or business locations a "Call before you dig" or "One Call" must be made prior to installation.
- Do not cook underneath any standard tent; it may result in stains or damage to the tent fabric. We do offer special tents for that purpose.
- Tent sides are not included with the tent rental; they can be added to any tent rental order prior to the installation.
- During storms of excessive rain/snow, it is the client responsibility to remove excess water/snow build up on the edges of a rented tent. These are called bellies and they could result in the damage of rental property.

Sign here: X_____ Date: ___/____/____

Please fax or email this signed form to (973) 808-7192 or info@apartycenter.com