



Legendary Weddings and Special Events

Tarleton State University

Décor/Equipment Rental Contract

Please Print

Last Name: _____ Frist Name: _____

Date: _____ Date of Event: _____

Address: _____

Phone: _____ UID: _____

Email: _____

Rental Agreement: I accept complete responsibility for the use of all rental equipment and décor listed below. I agree to pay for damages incurred to rented equipment or décor excessive of normal use and depreciation, as assessed by the Legendary Weddings and Special Events staff.

I understand that I am responsible for returning this equipment and décor on the date indicated. I also understand that there will be a daily late fee of \$5.00, until item(s) is returned. Equipment and décor must be clean and in good order or a fee will be assessed for each item. All equipment will be inspected upon return to assure there is nothing damaged or dirty. Charges made on lost or damaged equipment/décor are not contestable. I understand that all equipment or décor borrowed must be returned and put back in designated location or cart.

By signing below, I acknowledge receipt of Equipment and Décor Rental agreement and understand the terms of this Equipment and Décor Rental Contract.

Return Policy: User must return all borrowed equipment one week after event date. If not returned,

Renter's Signature: _____ Date: _____

Item Description	Quantity	Day Out	Day In	Days Late	Staff Initials

Renter's Signature: _____ Date: _____

Pick Up Date: _____ Equipment Checked Out By: _____ Date: _____

Due Date: _____ Equipment Checked In By: _____ Date: _____