

# Kiwanis

Kiwanis Club of Orleans

To complete this contract application, please provide;

1. This contract and a site-plan.
2. The applicable deposit.
3. An initialed copy of the "EQUIPMENT RENTAL CONDITIONS".

## TENT RENTAL AGREEMENT

Name of organization (the "Lessee"): \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
(street # street name city prov postal code)

Site Address: \_\_\_\_\_  
(street # street name city prov postal code)

Setup: \_\_\_\_\_ (date) at \_\_\_\_\_ (time) Removal: \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

## Terms & Conditions

*(Please read the "Equipment Rental Conditions" document below and ensure you are familiar with all details)*

1. Quotes and proposals do not guarantee availability of a tent. This Agreement will not be accepted by KIWANIS until this document and a deposit (see the table at the bottom of this Agreement) is received.

**Final payment is due the day before installation.** Tents will not be provided without payment in full. Payment can be made by bank draft, money-order, or certified cheque payable to: "The Kiwanis Club of Orléans" or directly to the KIWANIS Paypal account (tents@orleanskiwanis.ca).

2. The Lessee understands that they are responsible for securing any necessary permits/approvals that might be required.
3. The Lessee acknowledges that there will be a representative from their organization at setup to inspect all equipment to verify that everything is in good order. Once accepted, the Lessee assumes responsibility for any damages that occur to any/all equipment and will be charged for damaged, broken, lost, and stolen equipment at replacement prices while under their care and supervision.

Lessee is also responsible for ensuring safe use of the equipment, such as to meet extreme weather conditions and will ensure there is protection for the equipment for overnight periods.

**The lessee will provide proof of liability insurance for the event for no less than \$1,000,000 and provide a certificate adding the Kiwanis Club of Orléans as an "Added Named Insured". Contact your insurance provider for your certificate.**

4. The Kiwanis Club of Orléans will do its best to protect your property during the delivery, setup, and removal process. The client agrees to release the Kiwanis Club of Orléans of all liability for damage sustained due to delivery, setup, and removal of equipment. This includes, but is not limited to damages from stakes, poles, and other equipment necessary to keep tents stabilized.

5. **A necessary attachment to this Agreement is a Site-Plan**, which provides an identification of where the tents are to be installed, plus additional information which might affect the install, such as underground services. The Lessee will be responsible for any consequences resulting from any incorrect information provided.

6. Equipment order and deposit calculator:

Tent Program Rental Rates	Rate	X Amount required	= rental amount	Deposits	Total Calculated Deposit amount
20x20 Tent (3 available)	\$200ea			50% of calculated amount	
20x20x20 Hexagon - 1 available	\$600			\$300	
Tent Delivery - <b>required charge</b>	\$50			\$50	
Clean site deposit (see below)	\$100			\$100	
BBQ Rental (no tanks provided)	\$125			\$75	
BBQ Delivery	\$25			nil	
BBQ Cleaning deposit (see below)	\$75			\$75	
Picnic Tables plus deposit Client picks up and returns in Cumberland	\$6 per table			\$50 + total table amount	
<b>Totals</b>					

**Clean-site deposit:** The tents and the area all around and/or under the tents are to be free from litter, tables, chairs, etc. If not this deposit will be retained to cover extra labour required.

**BBQ Cleaning deposit:** Client agrees to properly clean grills and water trays of all grease and food residue after use, PRIOR to pickup. The deposit will be refunded if cleaned thoroughly.

7. In consideration of acceptance of this rental agreement, I do hereby, for myself and my heirs waive and release all rights and claims for any damages which I may have or which may hereafter accrue to me, against the Kiwanis Club of Orléans and its members in conjunction with the subject equipment rental.

I have authority to bind the organization noted above and accept all Terms & Conditions

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact for: Kiwanis Club of Orléans  
 Laurie Bloom  
[laurieb@bmtnet.com](mailto:laurieb@bmtnet.com)  
 613-314-3059  
 2149 Hubbard Crescent  
 Ottawa, ON K1J 6L3

# Orléans Festival Kit Equipment Rental Program

Administered by the Kiwanis Club of Orléans

## EQUIPMENT RENTAL CONDITIONS

**Important! KIWANIS cannot guarantee your contract until your deposit has been received.**

The deposit can be made by bank draft, money-order, or certified cheque payable to: "The Kiwanis Club of Orléans" or directly to the KIWANIS Paypal account (tents@orleanskiwanis.ca).

1. **Please note: Installation will not commence unless final payment is received by KIWANIS at least 1 day prior to your event. Failure to comply will result in the forfeiture of any deposits.**

2. In addition to this rental agreement, etc., there must be a "site plan" showing the location of all equipment to be installed.

**It must reveal any underground services, electrical wiring, irrigation pipes, etc.**

This plan must also identify:

- any overhead dangers i.e. - wires that the centre poles could contact, etc.
- if to be installed on pavement, can spikes be driven in? If not, water barrels will be used to secure the tents. A water source must be available and clearly indicated. As some water sources are locked, it is your responsibility to ensure access.

**A representative from the lessee must be there at setup to ensure that the site placement is correct.**

3. **If cancelled within 14 days of the scheduled event, the entire deposit will be forfeited.**

4. In the event of pending severe weather, indicated by an Environment Canada weather warning, the dates may be changed, subject to tent availability.

5. Installation day:

You are contracting with a volunteer community service group that is providing equipment at less than market value to assist you with your own efforts. Please have your on-site manager at the site at the agreed to installation time so that prior to any equipment unloading, the site plan can be mutually modified.

6. For periods that the tents are in the Lessee's control, KIWANIS strongly recommends **security** be present to prevent **vandalism**. Please note: the Lessee is complete responsibility for any damages or theft of any equipment included in the rental agreement.

7. A KIWANIS coordinator will contact you prior to the event date to confirm installation and tear down times. To ensure a smooth line of communication, please also email any changes to [laurieb@bmtnet.com](mailto:laurieb@bmtnet.com).

8. By requesting this rental contract, the named Organization is confirming that they understand that tents are temporary structures designed to provide limited protection from weather conditions. To prevent personal injury, in the event of severe winds and/or lightning the tents should not be used for protection.

Specifically;

- a. In the event of severe weather, the tents should be evacuated immediately.
- b. If damage occurs to the tents, contact Laurie at 613-314-3059 immediately.
- c. In the event of an Environment Canada severe weather alert prior to setup, the Kiwanis Club of Orléans reserves the right to cancel an order to prevent harm to any persons or property. In this rare event, your deposit will be refunded in full.

9. Removal day/time: The site must be clean and allow KIWANIS access to the tents. If chairs, tables, garbage or whatever prevent removal, the "clean site deposit" will NOT be refunded.

10. Should disagreements occur, or changes are necessitated during any part of this process, contact the KIWANIS Coordinator as soon as possible. In most cases, KIWANIS will try to accommodate any changes, except in the following situations;

1. A change of dates and/or times that conflicts with other confirmed rental contracts.
2. A requested schedule change made while the KIWANIS installation crew are in transit to the site.
3. If payments are not received by the required dates.

11. Other relevant information:

Sidewalls: KIWANIS discourages the use of sidewalls. They make tents very susceptible to wind and cannot be deployed at some locations, such as Petrie Island.

Setup procedures: The first step the KIWANIS crew takes upon arrival is to spread the tent flat on the ground where they are to be setup. The area must be completely cleared of obstructions. Likewise, the area under the tent must be completely empty before tear down. To avoid unnecessary damage to any of your property's underground utilities please have all underground piping, (ex. sprinkler systems, septic & electrical lines) marked prior to installation.

I, \_\_\_\_\_ hereby accept all the above Equipment Rental Conditions.  
(name)