

Request Made: _____

Date(s) of Reservation: _____

SAMISH ISLAND COMMUNITY CENTER, Inc.

Equipment Rental Agreement

Mailing address: P.O. Box 268, Bow, WA 98232

Location address: 11292 Blue Heron Rd.

- 1. Use this form only if you are....** a) renting SICC equipment for use off-site **and** the hall is not rented that day, or **b)** require the use of a computer projector or sound system for your event at the Center (or off-site for islander's only).
- 2. Equipment must be scheduled in advance.** Tables, Chairs, Tablecloths are available only when the hall is not rented.
- 3. Note:** If the total fee for tables, chairs, tablecloths is more than the rental of the community center, consider renting the community center for the day instead (this would require a certificate of insurance from your homeowner insurance, a refundable damage deposit and filling out the hall rental form).
- 4. Rental fees** are as follows, payable in one check, unless otherwise noted, to the Samish Island Community Center.

Tables (for use off-site)	\$10 per day each (included with hall rental)
Chairs (use off-site)	\$2 per day each (included with hall rental)
Tablecloths (use off-site)	\$3 per day each, plus laundered, folded, returned to rental agent within 7 days (included with hall rental)
Epson EX3210 LCD Projector (use on-site)	\$35 rental fee per use; separate \$250 deposit check. Note: has USB cable & port, VGA cable & port, HDMI port (user-supplied HDMI cable)
Bose L1 Compact Portable PA Sound System (use on-site)	\$75 per use; separate \$500 deposit check. Note: there are wired and wireless microphones. It has two channels for microphones, guitar, ipod, etc. It can be connected to another Bose L1 for more coverage.

- 5. All equipment** will be returned to the hall by the date specified, or returned to the rental agent at the time specified in contract.
- 6. The Renter will save and hold harmless the Samish Island Community Center, Inc.** from any injury to any person or any loss or damage to any property caused by, or resulting from any act or omission of the user, or any officer, agent, employee, guest or visitor in the use of SICC equipment.
- 7. Agreement of Terms of Rental:** By signing this Center Equipment Rental Agreement below, the Renter agrees to these terms of rental, and acknowledges the receipt of a copy of these regulations. The individual signing the rental agreement will be directly responsible for the adherence to these rules. If items are returned damaged, the renter will be charged the replacement value of the item(s).
- 8. Send this completed form** with your check to the P.O. Box listed above.

Date(s) of use: _____ Time of return: _____ SICC Member? ____

Requested # of items: _____ Tables@\$10ea _____ Chairs@\$2ea _____ Tablecloths@\$3ea

Requested use: _____ Epson EX3210 LCD Projector @\$35 (attach 2 checks: \$35 and \$250 refundable deposit) _____

Bose L1 Compact Portable Sound System @ \$75 (attach 2 checks \$75 and \$500 refundable deposit)

Fee paid for items requested: \$ _____ Using at the Center, or This Address (circle one), write address below:

Renter Address: _____ Phone: _____

Renter Name: _____ Signature _____

Revised 11/9/2016