

Tent, Bench, and Table Rental Policy

Agreement Number: _____

The Village of Edgerton recognizes the need for individuals and/or groups to acquire portable tables, portable benches, and portable tents. To that end, the Village of Edgerton has acquired such and is offering tables, benches, and/or tents for rent.

Definitions:

- 1) For the purpose of this Policy,
 - a. **"Village"** refers to the municipal corporation of the Village of Edgerton in the province of Alberta;
 - b. **"Policy"** refers to the Edgerton Tent and Table Rental Policy;
 - c. **"Customer"** refers to an individual that enters into an agreement with the Village to rent tents, benches, and/or tables;
 - d. **"Rental Period"** refers to the period that the Customer will rent tents, benches, and/or tables;
 - e. **"Fees"** refers to the financial transaction required to rent the tents and/or tables;
 - f. **"Deposit"** refers to the surety required by the Village of Edgerton respecting rental of the tents, benches, and/or tables;
 - g. **"Agreement"** refers to the document at the end of this Policy;
 - h. **"Chief Administrative Officer"** refers to the Chief Administrative Officer of the Village of Edgerton.

Policy Statement:

- 1) The purpose of this Policy is to provide guidelines for rental and use of Village owned tents, benches, and/or tables, which are available for individuals and/or organizations to access, as per the conditions listed below.

Policy:

- 1) The tents, benches, and/or tables are available for Customers to rent;
- 2) Customers are responsible for picking up, assembling, and returning tents, benches, and/or tables;
- 3) Customers are responsible for arranging pick up and return times with the Village;
- 4) Pick up and drop off times will be during regular Village hours of Monday to Friday, 9:00 A.M.- 4:00 P.M.;
- 5) The Village reserves the right to refuse a Customer;
- 6) Village uses for tents, benches, and/or tables will take priority over Customer needs;
- 7) Organizations that operate under the Village's umbrella will have their Fee, but not Deposit, waived;
- 8) Fees, as described below, must be provided to the Village prior to picking up tents, benches, and/or tables;
- 9) Deposit, as described below, must be provided to the Village prior to picking up tents, benches, and/or tables;
- 10) The Agreement may be amended if agreed upon by the Chief Administrative Officer and the Customer and provided that the extra Fees are paid;
- 11) The Customer that enters into an Agreement, included below, is responsible for ensuring the tents, benches, and/or tables are returned within forty-eight (48) hours of the agreed upon time;

- 12) The Customer that enters into an Agreement, included below, is responsible for ensuring the tents, benches, and/or tables are returned in the same or comparable condition as the condition they were in prior to their pickup.

Fees:

- 1) The Fee to rent a tent is \$50.00 per day, plus GST;
- 2) The Fee to rent a tent for five (5) days will be \$200.00, plus GST;
- 3) The Fee to rent a bench is \$5.00 per day, plus GST;
- 4) The Fee to rent a bench for five (5) days will be \$20.00, plus GST;
- 5) The Fee to rent a table is \$10.00 per day, plus GST;
- 6) The Fee to rent a table for five (5) days will be \$40.00, plus GST.

Deposit:

- 1) A Deposit of \$200.00 is required for each tent;
- 2) A Deposit of \$25.00 is required for each bench;
- 3) A Deposit of \$50.00 is required for each table;
- 4) The Deposit may come in the form of a post-dated cheque or cash;
- 5) The Deposit may be utilized by the Village if: a Customer is found to have significantly contravened this Policy in a manner considered by the Chief Administrative Officer to warrant loss of a Deposit; the tents, benches, and/or tables are returned in a condition less than the condition in which they were picked up by the Customer; if the tents, benches, and/or tables are not returned by the arranged time;
- 6) If required, the post-dated cheque Deposit will be deposited, and a cash Deposit will not be returned;
- 7) The Deposit will be returned to the Customer if the tents, benches, and/or tables are returned and the Village considers the Customer to have respected this Policy.

Effective June 22, 2020

Edgerton Tent, Bench, and Table Rental Agreement

Customer Name: _____

Customer Phone Number: _____

Date of Pickup: _____

Date of Return: _____

Number of Tents Rented: _____ Days Tents Rented: _____

Number of Benches Rented: _____ Days Benches Rented: _____

Number of Tables Rented: _____ Days Tables Rented: _____

Total Fees Paid: _____ Method of Fees Paid: _____

Total Deposit Paid: _____ Method of Deposit: _____

By signing, the Customer affirms that:

- I have read, understand, and agree to respect the Edgerton Tent, Bench, and Table Rental Policy;
- The tents, benches, and/or tables will be returned in the same or comparable condition as I received them;
- The tents, benches, and/or tables will be returned within forty-eight (48) hours of the date listed above;
- I have read, understand, and agree to the stipulations included in "Fees" and "Deposit;"
- A copy of this Agreement will be kept on file with the Village and a copy will be provided to myself.

Customer

Village of Edgerton
Chief Administrative Officer, or
Designated Staff

Date