



**Service and Event Location Agreement for INDOOR Events:**

**Event Date:** \_\_\_\_\_

The form **MUST** be filled out **COMPLETELY** to ensure that your reservation is fulfilled properly.

**Customer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Numbers:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION:** (somebody must be available upon set up that we can communicate with)

**Contact Name #1:** \_\_\_\_\_ (C): \_\_\_\_\_

**Contact Name #2:** \_\_\_\_\_ (C): \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ A.M / P.M. **Event End Time:** \_\_\_\_\_ A.M. / P.M.

*(Actual start time of your event- not when you would like us to arrive and set up)*

**Is the Set up location available for Early Delivery?** Yes / No

**Earliest Day & Time to Deliver:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Specific instruction on where we go when we arrive at your event for set up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**If possible, Event Facility Dimensions: Height:** \_\_\_\_\_ **Length:** \_\_\_\_\_ **Width:** \_\_\_\_\_

*(The main dimension we are concerned with is the height)*

**Does the facility have: Double Doors that we can use to load/unload?** Yes / No

**Are stairs needed to access the event room?** Yes / No

*(add'l charges may apply that is not already included on your reservation)*

Is there direct access from outside to the event room? Yes / No If so, what side of the building? \_\_\_\_\_

Will there be anyone there to provide assistance to Carolan Rental crew? If so, how many? \_\_\_\_\_  
*(this means physically capable of loading, unloading, and helping carry rentals)*

**Please Circle:** Surface Inflatables will be set up on:

<b>Indoors:</b>	Wood	Carpet	Tile
<i>Other:</i>			

IF SET UP ON A HARD SURFACE THERE MUST BE SUFFICIENT WEIGHT, PROVIDED BY THE CUSTOMER, TO ANCHOR THE INFLATABLE DOWN. LIABILITY LIES WITHIN THE CUSTOMER DURING THE TIME OF OPERATION. Plz intial here \_\_\_\_\_

*Note: Do NOT run the extension cord over 100 feet as this will cause the blower to burn up which will cost the customer a replacement fee of \$299. If you understand, please intial here \_\_\_\_\_. Also, we highly recommend that items are not plugged in to the same circuit, unless you know it can handle it.*

Do you need Carolan Rental to provide power generators for your event? (circle below)

**\*\* (extra charges will apply for generator power, please ask for pricing details) \*\***

Yes or No

*\*\*If customer selects "NO" to power and there is a power issue, customer agrees to pay full\*\**

Customer understands that they will provide proper supervision & supply attendants (unless you have reserved Carolan Rental attendants) for both the rented equipment and the use of the rented equipment at all times while it is at the address stated above, to insure compliance with all rules for use of the rented equipment. (circle below) If not, rental **MUST** be shut down until proper supervision is available. The customer will not be refunded for any time that the rental was shut down.

YES or No

Special Instructions for your event: \_\_\_\_\_

**Method of Payment:** (please circle). Must be paid in full before we deliver and set up.

CASH

CHECK

CREDIT CARD

(Visa, MC, Discover)

**Down Payment:** Effective 2017, customer understands that Carolan Rental & Fun Company does require a minimum 50% down payment to upon reserveration. *(items are not guaranteed reserved until down payment is received)* Down payments are non-refundable. Yes or No (plz circle one)

Any hotel recommendations are greatly appreciated: \_\_\_\_\_

**Please list the items you are renting:**

**Customer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Upon signing, I \_\_\_\_\_, acknowledge that I am a representative of said entity above and agree to the terms and conditions of the contract & agreement.

Please review and complete this contract. Upon review please fax this completed contract back to:

Fax #: (605) 213-0479  
Carolan Rental & Fun Co.  
620 N. Cliff Ave.  
Harrisburg, SD 57032  
Phone: (605) 336-7368

Or email completed forms to: [cheryl@carolanrental.com](mailto:cheryl@carolanrental.com) or [clint@carolanrental.com](mailto:clint@carolanrental.com) .

THANK YOU☺ We appreciate your business & look forward to a great event!