



Valley Tent Rental L.L.C.

P.O. Box 66, Midland Park, New Jersey 07432 (Tel.) 201-476-5666 (Fax) 201-857-3668

CREDIT CARD AUTHORIZATION FORM

I, _____ authorize Valley Tent Rental LLC to charge the following credit card for the specified amount in agreement with the attached contract.

Enter your credit card information exactly as shown on your credit card and billing statement.

Name: _____

Billing Address: _____

Phone: _____

I will pay by: *(check one of the boxes)*

Check ***(must provide credit card number to hold order)*** Credit Card

Credit Card Type (circle one): VISA MASTERCARD (we only accept these credit cards)

Credit Card Number: _____

Credit Card Expiration Date: _____

Credit Card CVN: _____

Amount to be charged: _____

Date of service: _____ Invoice# _____

Cardholder's Signature: _____



Valley Tent Rental L.L.C.

P.O. Box 66, Midland Park, New Jersey 07432 (Tel.) 201-476-5666 (Fax) 201-857-3668

All rentals are made on the following conditions, to which the customer agrees and accepts:

1. All rentals payable in full to Valley Tent Rental upon or prior to delivery.
2. If your credit card is declined a 3% fee will be assessed on the total balance. This will apply to each transaction that is declined.
3. Rentals are payable on merchandise for the period of time agreed to, even if the merchandise is not kept by you for the entire term unless otherwise agreed in writing between you and Valley Tent Rental.
4. You are responsible for loss or damage to rental goods in case of FIRE, THEFT, or other hazard, regardless of cause or fault.
5. Your liability does not cease until all merchandise is returned to us.
6. You are responsible for obtaining, if applicable, any permits required under local ordinance for location where tent is to be erected.
7. If return of goods is delayed for any cause, the facts must be promptly reported to Valley Tent Rental.
8. If all items are not available for retrieval at the time of pick up, an additional fee shall be incurred.
9. If, with the consent of Valley Tent Rental, goods are not returned at the termination of the agreed rental period as extended in accordance with this paragraph, the term of the rental period shall be deemed to be extended automatically for a period of time agreed upon between you and Valley Tent Rental. All other terms and conditions of the lease, including the obligation to pay rental, shall continue, and rental for the rental period as extended shall be immediately due and payable.
10. Purchase or loss prices shall be on basis of value given if none stated, shall be based on selling value according to our books.
11. Valley Tent Rental is not liable for injuries or damage to persons or property caused by fire, lightning, windstorm, rain, cyclone, tornado, hail, explosion, riot, insurrection, vandalism and mischievous mischief, sabotage, aircraft or objects falling there from, vehicles running on land or tracks, smoke, earthquake, volcanic eruption, flood, nuclear radiation, terrorism, or radioactive contamination, hostile or warlike action or similar perils including any acts of God.
12. Valley Tent Rental is not responsible for underground utilities when installing tents. Customer agrees to identify location of all underground utilities.
13. Customer agrees to pay Valley Tent Rental all costs and expenses and reasonable attorney's fees in any action brought to recover the leased merchandise, collect rentals or damages, or in which Valley Tent Rental may become a party by reason of this lease.
14. A 33% deposit per line item on all equipment reservations is required when confirming order. Any cancellation for whatever reasons will result in the forfeit of the deposit unless otherwise agreed in writing by Valley Tent Rental.
15. Any cancellations for any reason within 2 weeks of the event date will result in a 75% fee of the remaining balance.
16. The merchandise to be rented by Valley Tent Rental, to you, as lessee, shall be delivered to the address in "deliver to" section of the contract and maintained by you at all times at said location. At no time may the merchandise be moved from said location without the express prior written consent of Valley Tent Rental. No modification or waiver of this provision shall be affective unless it is in writing and you agree that you will not rely upon any alleged oral consent to relocate the property. Any movement of the property subject to this rental agreement from said location other than upon express prior written consent of Valley Tent Rental shall be a default under the terms of this rental agreement, and shall entitle Valley Tent Rental to exercise all rights arising from a default.
17. There shall be no cooking under tents.
18. All tables must be covered. You are responsible for covering all tables with paper cloths or linens. No staples or tacks will be used to fasten the table covers to the surface of the tables.
19. All tables and chairs will be stored under the tented area after the engagement prior to our retrieval.
20. All dishes, plates, utensils, glassware shall be scraped free of food bits and particles. Failure to do so shall result in a \$25 cleaning fee.
21. Use of Rental: Customer agrees that they are satisfied with the instruction given by Valley Tent Rental in the proper and safe manner of using the items or that you are so familiar and told Valley Tent Rental such. You further agree that the items will be used only for the purpose for which the item was manufactured and intended.

- * **All tables must be covered with linens or plastic table covers.**
- * **No staples or tacks will be used to fasten the table covers to the tables.**
- * **All tables and chairs must be wiped clean prior to pick up.**
- * **A minimum clean up fee of \$25.00 will be charged for items not returned in first class condition.**
- * **Please turn off your automatic lawn sprinklers!!!**

Complete your Outdoor Event Planning with an Emergency Plan

TAKE RESPONSIBILITY FOR YOUR GUESTS' SAFETY

You can be confident that Valley Tent Rental has erected the structure to exacting standards for the comfort of your guests, providing protection from the heat and inclement weather.

However, if Severe Weather occurs, tenting should not be used as a storm shelter. Valley Tent Rental personnel will not be on site during your event to monitor your guests' safety.

It is your responsibility to act decisively and quickly in the event of a severe weather disturbance that could exceed the tent's ability to protect its occupants. No tent, regardless of how well it is designed and installed, is immune to the laws of nature. As a result, you have an important job to perform to ensure the safety of those who will attend your event.

HAVE AN EMERGENCY PLAN FOR SEVERE WEATHER

In the days prior to the event:

- **Designate one person or team to be in charge of the emergency plan**
 - for a wedding- a family member or wedding planner
 - for a corporate event- a Safety Director, Risk Manager, an Event Planner or HR director
 - for a public gathering- a Show Manager, the Parks and Rec Manager, or the Fire Chief
- **Determine what conditions will trigger an evacuation** (see "during the event" below for examples) and make that information available to the designated person/s who will be able to make an evacuation decision and assist in an evacuation in the event of an emergency.
- **Make sure you have more than one method of telephone communications in the event of injuries.** Please pre-program emergency numbers in your mobile phone so you can act quickly to call police, if necessary.
- **Educate the designated person/s** regarding what is expected of them the day of the event and obtain their agreement to act accordingly.

On the day of the event, your designated person needs to be responsible for:

- **Monitoring** a weather source two or more hours before the event begins (*like NATIONAL WEATHER SERVICE*), *checking specifically for a severe weather alert*
- **Deciding** whether or not to proceed with the event, under the tent, based on that intelligence
- **Determining a safe evacuation route** to a safer location in the event of severe weather

During the event:

- If a Severe Weather Alert is posted, monitor the location of the activity and be prepared to act immediately
- If a Severe Weather Alert has not been posted, and you see any of these conditions, act immediately. SAFETY FIRST!
 - **Lightning** strikes within 1 mile (count of less than 5 seconds between lighting and thunder)
 - **High winds** that are waving large trees or causing leaves to be ripped off trees
 - **Dark clouds** bearing down on you
 - **Heavy rain**, falling so hard that it looks like a "waterfall" at the side of the tent
- **ACT IMMEDIATELY** on that decision

If a decision is made to evacuate YOU MUST:

- **Announce immediately** that there is an emergency weather danger, that it is **unsafe to stay in the tent** in severe weather
- **State forcefully** that in this emergency, the **tent cannot be used as an emergency shelter** during severe weather and they must leave the tent immediately.