



Homer Council on the Arts  
 355 W. Pioneer Ave., Homer, AK 99603  
 907.235.4288 / FAX: 907.235.4308  
 www.homerart.org / HCOA@homerart.org

<b>OFFICE USE</b>	
Deposit paid \$ _____	Date _____
Rental fee paid _____	Date _____
Payment method _____	
<b>Return Approved</b>	
HCOA signature _____	
Date _____	

# Equipment Rental Agreement

## Terms of Use

- Unless a special arrangement is made, equipment must be checked out and returned during HCOA's regular business hours, Monday – Saturday, 1:00 p.m. – 5:00 p.m.
- Rental must be approved by an HCOA staff member.
- Rental amounts listed below are per day for the length of the event.
- A rental deposit for tents (\$100) will be retained in the office and refunded when the tent is returned in good repair.
- The renting organization or individual is responsible for the return of all equipment and placement in its proper storage space.
- Any equipment damaged or lost will be repaired or replaced by the responsible party signed below.
- HCOA is not responsible for any injuries or damages sustained while transporting or using the equipment.

## Renter information

Today's date \_\_\_\_\_

Organization \_\_\_\_\_ Representative \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Event or reason for equipment use (include location) \_\_\_\_\_

Check-out date \_\_\_\_\_ Return date \_\_\_\_\_ Renter signature \_\_\_\_\_

Item	Quantity	Daily Rate	# of Days	Item Total
<input type="checkbox"/> (31) Chair ( <i>Folding, metal seat</i> )		\$ .50		\$
<input type="checkbox"/> (75) Chair ( <i>Folding, padded seat. Indoor use only</i> )		\$1.00		\$
<input type="checkbox"/> (6) Table ( <i>Folding, 6 feet long</i> )		\$5.00		\$
<input type="checkbox"/> (4) Stage sections		\$15.00		\$
<input type="checkbox"/> (2) Tent* ( <i>10' x 10'</i> )		\$25.00		\$
<input type="checkbox"/> (1) Tent** ( <i>10' x 20'</i> )		\$50.00		\$
<input type="checkbox"/> (9) Curtains*** ( <i>59" x 82"</i> )		\$15.00		\$
<b>7.85% KPB/COH Tax</b>				\$
<b>RENT TOTAL</b>				\$

\* Pop-up tent. Fabric siding from larger tent may be used for siding.  
 \*\* All sides available. Assembly instructions included. **Public event use requires Wells Fargo sign.**  
 \*\*\* Stage curtains; black fabric. Curtain vertical posts and horizontal poles can be rented from Sally Oberstein (907-235-2308)