



SPECIAL EVENTS RENTAL CONTRACT

Name: _____ Rank: _____ Date: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Duty Phone: _____

E-mail: _____

Please check one: Delivery Service (\$40 fee) Pick-up (Warehouse/Camp Kinser)

Delivery/Pick up Date: _____ Return Date: _____

Event Date: _____ Event Type: _____ Event Location: _____

Please note that all charges are based on the time items are in renter's possession whether in use or not. Reservations must be secured 24 hours in advance, prior to delivery service/issue date. In the event of a cancellation, you must cancel your rental reservation no later than 3:30 p.m. the day PRIOR to the scheduled delivery service/pick up date. Please submit your cancellation notice by emailing specialevents@okinawa.usmc-mccs.org

Type of Payment:

Cash: _____ Credit Card: _____ Check: _____ BUM #: _____

Total Amount Due: _____

DELIVERY

Rental equipment can be delivered directly to your **on base residence/facility** including Camp Kinser, MCAS Futenma, Camp Foster, Camp Lester, Plaza Housing, Camp Courtney, Camp McTureous, Camp Hansen, Camp Schwab, Camp Shields, Chibana Housing, and Kadena Air Force Base. The delivery time frame is between 7:30 a.m. to 11:30 a.m. Exact delivery times cannot be determined as the delivery service varies by schedule and island-wide road conditions. Though unlikely, there is a possibility of rental delivery in the afternoon depending on the aforementioned conditions. **Someone must be present at the time of delivery to receive the rental item(s).** The delivery will not be completed if no one is present to sign for the item(s). Special Events will pick up the rental on the Monday following your reservation between 7:30 a.m. to 11:30 a.m. Deliveries/pick up are not available on holidays or weekends. The delivery fee cannot be refunded once the rental item has been delivered.

CUSTOMER PICK UP

If delivery is not required, rental equipment will be picked up at the **Special Events Warehouse Bldg. #325, Camp Kinser**. Rental equipment pick up is Friday from 7:30 a.m. to 11:00 a.m. and 12:30 p.m. to 2:30 p.m. Return is the following Monday between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 2:30 p.m. There are no pick-ups or returns on holidays or weekends.

LATE FEE POLICY

A late fee of \$25 per day will be assessed for late return of rental equipment. The fee will be incurred on a “per day” basis beginning with the first day of late return.

INCLEMENT WEATHER POLICY

If rain is predicted on the day of your rental, you will be given the option to cancel your rental or reschedule at no cost. However, if you pick up the equipment or fail to cancel a delivery before the item arrives at the drop off location, a refund will not be authorized. If the customer receives rented/leased equipment, the lessors’ obligation to furnish equipment has been met and no refunds will be given.

INFLATABLES

In the event of rain, immediately turn off the blower to prevent damage and roll up the inflatable to prevent water damage. In the event the inside of the bounce becomes wet, blow up the bounce and dry it completely prior to returning or a \$20 cleaning/drying fee will incur. Ensure the bouncer is rolled up the same way it was given to you or you agree to pay a \$20 penalty fee to have it re-rolled correctly by the Special Events Staff. A \$20 fee will be assessed for each item that needs to be cleaned and/or rolled up correctly by lessor. If you have selected the “pick up” option, you agree to have a vehicle (van/truck/SUV) with enough cargo space to pick up and return the bounce. If you have selected to have the item delivered, you agree to be present during the agreed upon delivery window. You agree to reimburse any and all costs for repair and/or replacement of damaged or lost items if found to be through your negligence.

SAFETY INSTRUCTIONS

It is imperative that these instructions be read and adhered to by any person responsible for monitoring and/or participating in the use of any MCCS rental equipment. **SAFETY RULES ARE AS DETERMINED BY THE MANUFACTURER AND SHOULD BE ABIDED TO ENSURE SAFETY. FAILURE TO DO SO COULD RESULT IN INJURY.**

INFLATABLES

SET UP

1. The inflatable must be adequately secured to the ground and placed in an area with no overhead obstructions and at a safe distance from trees, power lines, buildings or other obstructions. A safe distance is defined as 4 feet on all sides at all times.
2. The inflatable must not be used when winds are 25 mph and/or gust up to 50 mph or in inclement weather. All items must be taken down once TC-2 announced and prepared for storage or return.
3. Soft matting covering hard surfaces must be placed adjacent to any openings (i.e. entrance/exit) to the inflatable.

ELECTRICAL SERVICE

1. Lessee must furnish a grounded electrical outlet rated at 120 volts with a minimum 20-amp circuit capacity for each circuit required, located within 75 feet of each unit without anything else connected.

2. Ensure that any and all power cords, including extension cords, do not present trip hazards. Also, monitor the blower to ensure it does not become detached from the inflatable.
3. If the bounce house deflates for any reason, evacuate children immediately. Ensure an accurate count of the evacuated children is maintained. Only after all children have been evacuated can you troubleshoot the problem that caused the deflation.
 - Check that the plug has not been pulled and that the blower switch is in the "ON" position.
 - Check the circuit breaker to ensure that proper breakers are used and have not tripped.
 - Check the air intake on the side of the motor for any obstruction or blockage.
 - Check both tubes on the back of the bounce house for snugness and retie if necessary. If the bounce house stake comes loose, pull the corner back and re-stake.

OPERATION

1. An adult with knowledge of these instructions must be stationed at the entrance to the bounce at any time that the bounce is inflated to monitor its use.
2. The number of children able to utilize a bounce at the same time is dependent upon the age of the children. However, there should never be more than 8 children in the bounce at any one time for ages 2 – 8 and no more than 6 children for ages 9 - 13.
3. Larger children can easily injure smaller children, so we recommend you keep the child sizes and ages the same while in the bounce house.
4. All children must remove footwear, glasses, jewelry, buckles, pins and pocket objects or anything that can cut, abrade or create a choking hazard before entering the bounce house.
5. Do not allow running or jumping through the door of the bounce house or walls, climbing/hanging from the interior or exterior of the bounce house.
6. No shoes, silly string, drinks, food, candy, or gum is allowed in the bounce house or within 10 feet of the bounce house. There will be a \$20 cleaning fee charged as determined by lessor.
7. If a rip, tear or hole is detected in the bounce house, stop operation and return to MCCS with detailed information regarding the problem.
8. The bounce house is designed for children; therefore no adults are permitted for use.
9. Please keep all pets away from the bounce house.
10. Please do not tape or fasten anything to the bounce house.

DUNK TANK SAFETY RULES

1. Maintain adult supervision at all times
2. Keep dunker away from electricity
3. Keep water level to at least 8" from the top of tank
4. Only 1 person is allowed on the seat or in the tank
5. Keep all non-swimmers who are under 5' out of the tank
6. Advise all dunkees to surface at the front of the tank when emerging so they do not hit their head on the seat
7. Never stand on the seat. When on the seat, sit up straight with hands in lap.
8. Do not hit the target directly with your hand
9. Do not use drugs or alcohol while operating dunk tank

10. Drain tank when unattended

GAMES

1. An adult will be present when these games are being played to ensure the safety rules of the game are being followed.
2. Please use these games only as they were intended to be played.
3. Make sure when the games are being played everyone who is not a part of the game has stepped away from the gaming area.
4. Do not toss game pieces unless during normal game play. Injury to yourself or others may occur if used improperly.
5. Parents, please supervise younger children during game play.

Agreement and MCCS Release of Liability

There are certain risks involved in participating in any amusement activity. The undersigned hereby agrees as follows:

1. I, the undersigned, hereby RELEASE AND DISCHARGE MCCS, Marine Corps Base, Camp Butler, the United States Marine Corps, the Department of Defense, their officers, directors, agents, employees, and instrumentality's (hereinafter referred to as "Released Parties"), from any and all liability, including but not limited to losses caused by the negligence of the Released Parties.
2. I, the undersigned, understand and acknowledge that Amusement Activities have inherent dangers and no amount of care, caution, instruction or expertise can eliminate all dangers and I expressly and voluntarily assume all risk of personal injury sustained while participating in the activity at hand, whether or not caused by the Released Parties.

By signing below, I acknowledge that I have read all the terms of this rental contract and I fully understand its entirety.

Signature: _____ Date: _____