

**Markham Tent Rental**  
**45 Primrose Lane**  
**West Gardiner, Me 04345**  
**markhamtentrentals@gmail.com**  
**Call 207-724-3503 or Call/Text 207-446-3887**

**Markham Tent Rentals Policies and Procedures**

Site Preparation: Renter must ensure the site is ready, (lawns mowed, furniture moved, vehicles moved, etc...) before the crew is scheduled to arrive. Installation of a tent must be done correctly for the protection of the users, the tent, and the accessories. Tent will be secured by stakes. Renter understands that metal stakes will be driven into lawn, dirt etc.. If the site is not ready or accessible when the crew arrives, the client will incur an additional fee and/or equipment may not be delivered. Renter is responsible to know where all sprinklers, water lines, gas lines, and all other utilities are located. Markham Tent Rental is not responsible for any damages to any sprinklers, water lines, sewer, utilities, landscaping, lawn lights, concrete, asphalt, lawn etc. \_\_\_\_\_ (please initial).

Is the tent site location accessible with a large truck and trailer? Yes or No (please circle)  
Can our truck and trailer get close to the location or will they need to be prepared to carry items to the site? Please explain \_\_\_\_\_.

It is the responsibility of the renter to call dig safe prior to the event to be sure there is no underground piping, wiring or underground objects. Call 1-888-dig-safe prior to your event. \_\_\_\_\_ (please initial).

It is the renter's responsibility to measure the ground to be sure the tent will fit within the space. Be sure to consider trees, buildings, stumps, flower gardens, etc. You will need space for the size of your tent, plus up to five feet for the ropes and pins. We can not set up tents over monuments, staging that is already set up, trees, on pavement or over any other obstructions. \_\_\_\_\_ (please initial).

Dance floor can not be set up in the mud, or wet ground. Please be sure someone is at the location during delivery to instruct us where the dance floor is to be set up. ONCE the dance floor is set up it is NOT to be moved. \_\_\_\_\_ (please initial)

Weather: Tents are temporary structures designed to handle most normal weather conditions; however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. It is also understood that by the nature of tents there may be some leakage during heavy rains. The tent will not be set up or taken down in any type of a storm. \_\_\_\_\_ (please initial).

Take Down: It is the Renter's responsibility to clean ALL personal items out from under the tent after the gathering. All rented tables and chairs must be cleaned (hosed off, ok)

secured and stacked and on the inside of the tent. We are not responsible for searching for rented items at pick up.

Lost or Damaged Items: The tents and accessories are to remain with the Renter from delivery until return. Please be sure equipment is secured when not in use. Renter pays for missing, lost and damaged items. Renter is responsible for all damages to the tent, and tent equipment due to negligence, vandalism and theft. Side Curtain walls must be kept up hanging on a tent or folded and placed dry in a dry clean area if taken down.

If choosing to rent side curtain walls please do not leave them lying on the ground.

Please return all side curtains clean and folded. \_\_\_\_\_(please initial).

Tables and Chairs: No dancing on the top of tables or standing on chairs. Markham Tent Rentals will not be liable for any damages or injuries.

The renter is responsible for decorating tents, hanging lights and arranging the tables and chairs. \_\_\_\_\_(please initial).

Your reservation is finalized when this contract and deposit is received and confirmed by Markham Tent Rental.

Renter: I have read and agree to the above terms & conditions. \_\_\_\_\_(please initial)

Event Date: \_\_\_\_\_ Time start & end time \_\_\_\_\_

Setup Date Desired \_\_\_\_\_ (flexible because of the weather & schedule)

Take Down Date Desired \_\_\_\_\_ (flexible because of the weather & schedule)

Renters Name (please print) \_\_\_\_\_

Renter signature \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, zip \_\_\_\_\_ Cell phone \_\_\_\_\_

Home Phone \_\_\_\_\_ another contact \_\_\_\_\_

Email Address \_\_\_\_\_

Tent Event Location (if different)

Street Address \_\_\_\_\_

City, State, zip \_\_\_\_\_

Special directions, landmarks and address that is to be used for our  
gps \_\_\_\_\_

Size tent renting \_\_\_\_\_

Who will be the contact at the tent location the day of delivery?

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Tables and Chairs

#of chairs \_\_\_\_\_ (basic or padded please circle)

# of tables \_\_\_\_\_ (round or rectangular please circle)

**Please make note we do not rent tablecloths or chair covers. Rectangular tables are 8 feet long with plastic tops and round are 5 feet in diameter with wooden tops. Please make note of the table dimensions. 6-8 adults can be seated at both round and rectangular tables.**

I hereby acknowledge that I have read, understood, and agreed to abide by the above conditions regarding the rental property from Markham Tent Rental.

Additional fees will be charged for CLEANING or broken items. It is the renters responsibility to clean tables and chairs after using them \_\_\_\_\_ (please initial).

Are you renting side curtains @\$25.00 each(20 foot long) \_\_\_\_\_ (please indicate)

If so how many curtains would you like to rent? \_\_\_\_\_

Other items being rented from Markham Tent Rentals (lights, bar, heaters, propane tanks, dance floor. \_\_\_\_\_

Billing Information: Credit card, Check or Cash accepted

Checks made payable to Markham Tent Rental and mailed to the top address.

1/2 non refundable deposit is required at time of booking the tent. Remainder is due 7 days before the rental date. That would include a check payment must be in hand 7 days prior to the event date. Cancellations done within 7 days to the reservation will not be refunded. Again, ALL cancellations after 7 days prior to the event are non refundable. No changes can be made to event orders or reservations after 7 days. Reservations are being organized, arranged and being loaded to be delivered. \_\_\_\_\_ (please initial)

Customers are responsible for all the equipment while in their possession. Damages due to vandalism, vehicles, lawn equipment, decorations, other vendors, grilling, fire pits, guests, food prep, non-event essentials, lighting, falling branches, chemicals of any sorts, or theft, for example are all the customers' responsibility. \_\_\_\_\_ (please initial)

Our prices include delivery, set up, and take down. Prices are firm and deposits are NON REFUNDABLE \_\_\_\_\_ (please sign).

I am making a NON refundable deposit of \$ \_\_\_\_\_ On \_\_\_\_\_ (date).

I have a remaining balance of \$ \_\_\_\_\_ due 7 days prior to the event.

Policies and procedures are subject to change.

We will be in touch with you about delivery. We set up in order in which our rentals come in, we watch the weather and we look at geography in which tents are in that week. We will be in touch with you 3-5 days prior to your set with your delivery date and time. \_\_\_\_\_ (please initial). We will reach out to you via text, or email about your delivery and set up 3-5 days prior.

Card you would like to use in case of incidentals.

Card type \_\_\_\_\_ Card # \_\_\_\_\_

expiration date \_\_\_\_\_ CVC \_\_\_\_\_ Zip code \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Those installing and delivering will work hard to set up, take down and serve you, tips are customary, and welcomed.

Thank you for choosing to do business with us!