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Rental Request Details

Today's Date: _____

Name and Address of Requesting Organization/ Responsible Agent: _____

Phone Number: _____ Email: _____

Name of Alternate Contact: _____ Phone Number: _____

Event Date: _____ Event Location: _____

Event Title and Description/Purpose: _____

Location on site the inflatable is to be set up: _____

Best place on site to park & unload: _____

Best place on site to park the truck after unloading: _____

Time you would like the inflatable up and running: _____ to _____
(Staff will show up 30min before start time to set up inflatable and will take down after the allotted rental time)

Table with 3 columns: Rental Type, Resident Use (within City Limits), Non-Resident Use (or Resident Use outside City Limits), and Amount Due. Rows include Two hour rental, Additional hou, and Total.

Rental Agreements

I, _____, agree to provide two(2) separate 20amp, 110volt outlets ON SEPARATE CIRCUITS, within 100 feet of the inflatable, or provide my own generator to provide power for this inflatable. I agree that if there is not sufficient power supplied by myself/organization to run this inflatable, that Lansing Parks and Recreation is not responsible to provide me with power of any kind unless otherwise agreed upon in a separate agreement.

Signature of Representative

I, _____, agree to be responsible for the conduct of our group and for damages to the equipment I am renting. I also agree to arrange operation times with Lansing Parks and Recreation staff and to notify the staff of any significant change. I understand that failure to meet any of these obligations may result in charges to cover damaged equipment, cancellation of reservations and denial of any future rental privileges.

Signature of Representative

Refund Policy - 30 Days prior to use, full refund, less \$10 service charge. Within 30 days to use, no refunds. Full refund for inclement weather as long as canceled an hour before event. Cancellation Phone # 517-881-1919;

Return to: Schmidt Community Center, Attn: Marcus Wells 5825 Wise Rd Lansing, MI 48911
Phone: 517-483-4290 or Fax: 517-882-3457 or email to: marcus.wells@lansingmi.gov

Office Use Only

Staff Assigned

Driver: _____ Attendant #1 _____