

WESSMAN ARENA EQUIPMENT RENTAL FORM

(FOR EQUIPMENT USED OUTSIDE OF WESSMAN ARENA)

Date _____

REQUESTOR INFORMATION

Organization/Department _____

Contact Person _____

Address _____

Phone _____ Fax _____

Email _____

LOAN INFORMATION

Pick up time/date _____

Return time/date _____

Location of Event _____

| ITEM | QUANTITY | COST PER UNIT/PER DAY | TOTAL |
|--------------------------|----------|-----------------------|-------|
| Tables (100 total) | | \$2.00 | \$ |
| Chairs (900 total) | | \$0.25 | \$ |
| Pipe & Drape (8ft panel) | | \$5.00 | \$ |
| Staging (per section) | | \$10.00 | \$ |
| Stanchions (each) | | \$2.00 | \$ |
| Grey Bars (both) | | \$25.00 | \$ |
| Keg Coolers (each) | | \$10.00 | \$ |
| Beverage Tubs (each) | | \$5.00 | \$ |
| Spot Lights (each) | | \$5.00 | \$ |
| Total | NA | NA | \$ |

FORM OF PAYMENT

Cash Check

Interdepartmental
Chargeback

Acct. #: _____

*Make checks payable to
Wessman Arena*

RENTAL AGREEMENT

- *Equipment must be picked up by requesting organization and returned by requesting organization. The organization must put in a work order through facilities to have the equipment moved on campus.*
- *Request must be made at least 10 days prior to pick-up date. Other requests will be charged a rush fee of \$15.*
- *Equipment not returned on time will accrue an additional day rental charge plus a \$15 per day late return fee.*
- *Renters will be held responsible for all damaged and missing equipment.*
- *This form also serves as an invoice. Payments should be made according to information on this form.*
- *Wessman Arena (UW-Superior) is not liable for any injuries or damages that occur while equipment is in possession of the requesting organization.*
- *Payment and/or authorized processing payment form must be received before equipment can be picked up or delivered.*
- *If a check is returned for insufficient funds. A \$25 fee will be applied.*

FOR OFFICE USE ONLY

Request Approved

Request Denied

Total Charge \$ _____

Authorization Signature _____

Picked Up By:

(Print) _____

(Signature) _____

Returned By:

(Print) _____

(Signature) _____