

**ASSP MEDIA EQUIPMENT RENTAL CONTRACT 2011-2012**

Renting Party \_\_\_\_\_ Event \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Event Location \_\_\_\_\_  
Event Date \_\_\_\_\_ Event Time \_\_\_\_\_  
Estimated Check-Out Time \_\_\_\_\_ Estimated Check-In Time \_\_\_\_\_

**EVENT INFORMATION**

Please briefly outline the planned equipment usage at the event in order to ensure adequate/appropriate equipment is provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDIA TECHNICIAN**

- Need Technician (\$12 per hour)
- Provide Own Approved Technician (equipment ID sheet required)

Tech Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**SOUND EQUIPMENT REQUEST**

- Large System     \$125
- Small System     \$75
- Medium System     \$100
- Light Trees     \$20
- # Mics Needed \_\_\_\_\_     # Mic Stands \_\_\_\_\_     # Monitors \_\_\_\_\_
- # Extension Cords \_\_\_\_\_     # Direct Boxes \_\_\_\_\_     Tape/CD Player     Yes     No

**TOTAL COST**

Total System Cost: \$ \_\_\_\_\_    Cash    Check    Budget Number \_\_\_\_\_ - \_\_\_\_\_  
Total Tech Cost:     \$ \_\_\_\_\_    Cash    Check

## TERMS AND CONDITIONS OF USE

- **This rental agreement must be completed and given to ASSP Club Executive Activities at least two weeks prior to the event.**
- The renting party is responsible for transportation of the equipment both to and from the event.
- Payment must be made at the completion of the event. Arrangements must be made prior to this time if separate payments to ASSP and to the Media Technician cannot be made.
- For non-ASSP events, the Media Technician is not guaranteed to come with the equipment. Early reservation will increase the likelihood that the Media Technician is available. If the Media Technician is unavailable, it is the renting party's responsibility to find an approved replacement.
- A late fee of 50% of the rental price will be charged if the equipment is not returned or payment is not made on time.
- For multiple day rentals there is a 50% discount for all days after the first.
- For multiple day rentals the equipment shall be returned to the ASSP storage closet each evening, unless the renting party has had an alternate storage place approved by the ASSP Media Technician.
- The ASSP Vice President of Campus Activities reserves the right to deny media equipment rental requests on a case by case basis.

## STATEMENT OF LIABILITY

I, the undersigned, as a representative of the Renting Party named above, do hereby acknowledge that all information contained within this contract is accurate to the best of my knowledge. Further, I recognize that the Renting Party is responsible for all equipment listed above, from the time it is removed from storage until the time it is returned to storage. I agree, on behalf of the Rental Party, to pay for any loss or damage of equipment during that time as assessed by the ASSP Media Technician. I have read and understood the Rental Contract and Price List and will abide by the terms of this contract.

\_\_\_\_\_  
Signature of Renting Party/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of VP of Campus Activities

\_\_\_\_\_  
Date

**Submit completed form to:**  
**Gina Ogazi, ASSP Vice President of Campus Activities**  
**ASSP Office– 1<sup>st</sup> Floor Student Union Building**  
[assp-vpca@spu.edu](mailto:assp-vpca@spu.edu)  
**206-281-2498**