



EQUIPMENT RENTAL FORM

Instructions

- 1) Please complete form below and read and sign attached center policies & guidelines. **Only MHF staff can operate equipment belonging to MHF.**
- 2) If your requested date is available the **completed use agreement, signed center policies and guidelines & Equipment rental deposit** will be needed to confirm your event date. A deposit of 50% of total estimated cost of equipment rental is required. Once deposit is received a confirmation letter will be sent to you.
- 3) Cancellation Policy & Fee: Cancellation must be made at least two weeks prior to event; a cancellation fee will be charged for reservations terminated within 48 hours of contracted date equal to the entire deposit.

Please Complete.

Date:

Name:

Organization:

Mailing Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Name of Event:

Time of Event (Please include set-up and break-down time)

Start:

End:

Please describe event activities: _____

Equipment Rental Charges

___ Audio (\$75/hr) ___ Mics (\$10/hr per mic) ___ Digital Projector (\$75/hr) ___ Screen (\$10/hr)

Technical Staff (\$25/hr) _____ *(please check this box if using equipment, if audio is being requested 2 technical staff will be required)*

MHF Staff (\$25/hr) _____

Community/Neighborhood Discount (contact MHF staff)

Please note any special needs: _____

Name(print please) _____

Signature _____

For Office Use Only

Date Approved:

Staff Assigned:

Deposit Received:

Agreement Received: