

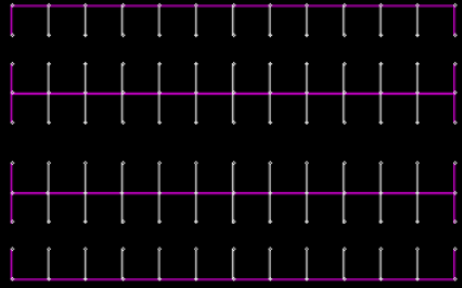
Lee Community Center

Expo Curtains Rental Agreement

The Lee Community Center (hereinafter referred to as "LCC") and Renter in consideration of the terms set forth herein, hereby agree to the following:

1. All Expo Curtains, Stands, Poles must be in the same condition upon return. Renter is responsible for damage and will be held responsible for additional cost for replacement of damages incurred to tables, chairs or carts except as otherwise damage due to ordinary wear and tear.
2. Rental fees shall be paid in full at the time of pick up unless prior arrangements or alternative payment plans have been made with the LCC Manager. In the event of a returned check due to insufficient funds, the customer agrees to pay an additional \$30 penalty fee that will be charged.
3. Renter will be required to supply a **\$250 security deposit** upon pick up of Expo Curtains. If utilized within the LCC this security deposit is waived and will refer to item #1.
4. If curtains are not returned within (1) business day of return date (Monday - Friday), additional charges will be added: \$100/day
5. Weekend Rentals: will be given until Monday @ 5:00 pm before additional charges. Items will need to be picked up before 5:00pm on Friday
6. If pick or drop off dates and times can't be met on this agreement and alternate arrangements need to be made you will be charged a administrative fee of \$50 for the inconvenience to the LCC staff or volunteers
7. A copy of a driver license is required upon pick up.
8. Expo Curtains are rented in a full package of 72 booths and will not be separated.
9. We are not responsible for damage/injury when loading or unloading customer vehicles or while customer transports rented equipment. This also includes the set up of equipment by customers. By signing below, the customer releases us from any liability for such damage or injury.
10. Payment is due 7 days in advance of rental dates.

The following items have been rented from the Lee Community Center:

EXPO CURTAIN ITEMS (72 Booths)	Items (s)	Cost
240 - 8ft Black Drapes 198 - 3 x 4 ft Drapes 126 - 6 - 10 Drape Supports 66 - 3ft Uprights 64 - 8ft Uprights 64 - 16" X 14" Bases 66 - 8" X14" Bases 10 Containers ***All Items packaged on cart for transport*** Layout of the Expo Package 	ALL ITEMS (\$35/booth)	\$ 2520
	Set up fee (\$500)	\$
	SECURITY DEPOSIT	\$250
	Total Due	\$
	Additional Charges	\$
	Total Due	\$

The above-rented items were picked up: (time)_____ on (day)_____ (date)_____ & will be returned at (time)_____ on (day)_____ (date)_____

Renter's Information

Name or Group Names: _____ Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date & Time Items Returned: _____ Condition: _____

LCC Staff/Volunteer Name & Signature: _____

Make all checks payable to: Lee Community Center

Mail to: Lee Community Center

P O Box 303

Morris MN 56267