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## Tent Policies & Procedures

**Space Requirement:** General Rental will not install any tents below overhead wires or overhanging tree branches. When installing a pole tent, the area where the tent is going must include an additional 5' to 10' of space around the tent to accommodate placement of the tent stakes. For example, when General Rental is installing a 10' x 10' tent there needs to be an area available of at least 20' x 20'.

**Tent Site:** The customer is responsible for getting permission from the site where tent is being installed. General Rental is not responsible for the customer's failure to inform the site owner of staking and any disturbances. We require an authorized person to be on site to confirm the tent is in the right position. The area where tent is being installed must be completely clear before we arrive. If installation or take-down is delayed, additional labor charges will be assessed. General Rental will not move any non-rental items, including, but not limited to tables, chairs, dishes, etc. The area must be completely clear upon pick up. Customer is responsible to make sure that area where tent will be is reasonably accessible by truck. General Rental highly suggests having a secondary location in case of rain or mud making site inaccessible/unsuitable. i.e.: If you know the primary location can hold water after rain make sure you have a secondary location that stays reasonably dry/firm.

**Underground Utilities:** General Rental will contact DHL at [www.diggershotline.com](http://www.diggershotline.com) to mark electrical, water, gas, cable and telephone lines. This is a free service. General Rental is not responsible for damage to underground utilities or any markings DHL does on site inspection. Digger's Hotline must be contacted and have the area marked **two weeks prior to the scheduled delivery date**. The customer is responsible to mark their sprinkler systems, septic systems and any other privately owned underground utilities. If unsure where underground utilities are located they are responsible for having A.A. Private Lines Inc. mark them. Private Lines can be reached at 888-246-0220 (There is a charge for Private Lines)

**Weather:** Due to varying weather conditions and planning our week's work schedule, we need the option to set up your tent(s) as many as 5 days prior to your event. The customer assumes all risk related to weather. This includes the responsibility for rental fees, tent damage and any property damage. *General Rental will cover damage from wind alone*, but cannot be liable for any damage caused to tent by high winds dropping or pushing items into tent, water damage, etc., *unless dwc is added*. General Rental is not liable for any damage done to items in or around the vicinity of the tent. If the installation cannot take place due to high winds, rain, or lightening; and the installation cannot be rescheduled, the rental fee will still be billed.

**This tent product is not intended to be used as a shelter from severe weather. General Rental assumes no liability for such use. An evacuation plan for the area covered within this tented space is imperative. Severe weather including storm systems, moderate to severe wind, heavy rains, snow, or any condition that raises any doubt to the structural integrity of the tent are immediate signs that an evacuation is necessary. Severe bodily injury and/or death can occur.**

**For the safety of all occupants, evacuation is recommended if threatening weather occurs, or if there is any doubt concerning the safe use of this product.**

**It is the customer's responsibility to evacuate the tent in severe weather.**

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Side walls policies, procedures, and warnings:** Side walls are not designed to be used in wind speeds of 17 mph or greater. Sidewalls have a large surface area and will create a "sail" effect which will knock the side poles down and collapse the canopy.

**The customer** is responsible for the installation and takedown of the sidewalls. The customer should not install the sidewalls until the day of the event and only if the wind is 16 mph and lower. The customer shall take the sidewalls down immediately after the event is over. When sidewalls are in use the tent should be monitored at all times. It is the customer's responsibility to make the judgement call to take the sidewalls off the tent if the wind is affecting the structural integrity of the tent.

**General Rental** has the right to refuse to install the sidewalls.  
**General Rental** is not responsible for damage to the canopy or sidewalls caused by high winds.

**Tent Permits:** The customer is responsible to acquire all tent permits required for their event. Customer is also responsible to supply "No Smoking" signs.

To find more information about tent permits, please check with the local municipality of your tent site to see if a permit is required.

The following are contacts to acquire information about tent permits:

- \* City of Racine: #636-9464 (Between Hours of: 8-9:30am or 1-2:30pm)
- \* Village of Mt. Pleasant: # 554-6121 (Between hours of: 8-10am or 1-2:30pm)
- \* Caledonia / Village of Windpoint: #639-3524
- \* Village of Sturtevant: #886-7223
- \* Union Grove: #878-1818
- \* City of Burlington: #342-1164
- \* Bristol: #857-1895
- \* City of Kenosha: #653-4263
- \* Village of Pleasant Prairie: #925-6717
- \* Town of Somers: #859-2822

**Name: (please print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_