



PARTY RENTAL POLICY

DEPOSITS & CANCELLATION. A 25% deposit is required to make reservation. The requested rental items are not reserved until Area Lakes Party Rental (ALPR) has received the deposit payment. An email update will be sent when deposit payment has been received, and the deposit will be applied towards the final amount due. Without deposit payment, the requested rental equipment is subject to loss of availability. **Full payment is due the week of the event prior to or at the time of rental delivery or customer pickup.** Any cancellations made within 30 days of the event date are subject to forfeit of 25% deposit payment.

DELIVERY & SETUP TIME. Delivery and pickup times will be discussed the week of the event. Delivery, setup, and pick-up times are subject to be changed depending on scheduling and/or inclement weather. Typical delivery and pickup times are 1-2 days prior to and 1-2 days following the event at no extra cost. Any delivery and pickup requested over 2 days prior or 2 days following the event will be considered an "extended rental" and are subject to additional cost (holidays do not apply).

EQUIPMENT DELIVERY. Delivery and setup of rental equipment is made with truck and enclosed trailer, we must have accessibility to back up to the drop off area. If backing up to the drop off area is not an option and additional carrying is required, we must be advised immediately so we may accurately quote delivery cost. If we must hand carry rental equipment more than a few yards, additional labor charges may be applied. Tent rentals are delivery only and must be setup by our trained staff. Tables and chairs will be dropped off in neat stacks under the tent or into an indoor area. Table and chair rentals must be stored inside or under a tent when not in use and left out of the elements. For an additional fee, our trained staff will set up the tables for \$5/table and \$2/chair per set up and teardown each; final request for these services will need to be Monday of the event week to properly schedule delivery times. Please have an adult at least 18 years of age on site during delivery to

EQUIPMENT PICKUP. Upon pickup following the event, tables and chairs must be in neat stacks ready for pick up at the same location they were delivered. If the tables and chairs are still setup at time of pick up, there will be an additional labor charge applied at the rate of \$5/table and \$2/chair for teardown. All decorations must be removed following the event prior to our staff arrival and equipment removal; please do not use staples, nails, tacks, screws, etc. on the tent poles or tables to hang decorations. Any residue left on the tent or tent walls from tape and/or other adhesives must be removed prior to disassembly of the tent. If these items are not removed, or if there is additional cleaning of adhesive residue needed, the renter will be charged an additional \$50/hour to remove mentioned items.

CUSTOMER PICKUP & RETURN. The customer pickup and return site is located at 107 E.D.A Drive, Battle Lake, MN 56515 (Grandmas Storage Units). There is no additional charge to pick up the items yourself. An exact time for pickup and drop off will need to be scheduled. A staff member will meet you at the pickup location. Please bring help to load the equipment. Customer pickup and return is preferred with an enclosed trailer to keep rental items clean. Hauling rental items with uncovered trailers and truck beds will dirty items during transport. Area Lakes Party rental is not responsible for any additional cleaning of rental items hauled with an open trailer or truck bed. Rental items must be returned clean. Customer pickup and return is available for tables and chairs only Monday-Friday from 8am-5pm, all other rental items are available for delivery only and must be handled by our trained staff.

TENT SIDES & LIGHTS. Tent sides are 20ft section walls with double cathedral windows. Tent sides are not automatically included with tent rentals but are available for an additional rate of \$35/20ft or 30ft side. To accommodate weather conditions, we finalize sidewall quantity the week of your event. Tent lights are not automatically included with tent rentals but are available for an additional rate based on the size of the tent. Lighting are white large globe string lights that hang either in the middle or around the perimeter of the tent depending on the tent size. Our trained staff are responsible for setup and takedown of the lights.

SOUND SYSTEM. The sound system is wireless and Bluetooth ready with a 6-8 hour charge. The sound system comes complete with PA system, two speakers, a microphone and stand. These must always be kept out of the elements to ensure proper function.

TENT LOCATION REQUIREMENTS. Tents are typically required to be staked into grass or loose gravel on level ground. Any hard surface locations may be subject to an additional fee to secure tent atop or into asphalt or concrete (in the event of mandatory hard surface location, a site consult would be needed to configure best case scenario). Hard surfaces: For 20x20, 20x30 and 20x40 sizes – water barrels may be needed (In the event of a hard surface location such as asphalt or concrete, a site consultation would need to be done to configure the best-case scenario. We may have to stake into the hard surface or need to use water barrels to secure the tent. A water source and hose will be needed on site to fill), water barrels in the event of barrel usage (Water barrels can only be used for any 20x20, 20x30 and 20x40 size tents, all other sizes larger than 20x40 we may need to stake be staked into the hard surface and are). ALPR is not liable for any damage or repairs after removal of or damages left from the stakes. When considering renting a tent, it is important to select a level site that is free of obstructions (like overhead utility lines, trees, bushes, flower gardens, fences and/or immobile lawn ornaments and furniture) due to our tent peaks reaching 16ft and 22ft high. It is also important to measure the area to ensure the tent will fit. A good rule of thumb is to add 10ft to the size of the tent, as the stakes are placed due to the stake placement a minimum of 5ft outside of the tent area (For example: if you are considering renting a 20x20 tent, the ideal sized area would be 30x30). If there is any concern that your area may not be suitable, please request we can provide a site consultation. Please have the center of your tent location marked in white with a white flag or white marker of some kind within 10 days of your event, as well as an adult 18 years or older on site for delivery.

UNDERGROUND. We are required by state law to notify Gopher State One within 10 days of the event so any possible underground public utilities may be marked prior to the tent installation. It is the renter's responsibility to mark the center of the tent location with a white flag or white marker of some kind within 10 days of the event so utility companies know where to mark. You must make arrangements to have any private utility lines or sprinkler systems located and marked prior to tent installation. Our tent stakes are 36in long. Gopher State One will only mark public utility lines, not private lines installed by a private contractor. It is best to contact the company who installed these private utilities or sprinkler systems to have them marked. Area Lakes Party Rental will not be held responsible for any damage to private utilities, sprinklers, and/or facilities.

RENTAL PERIOD. Rental periods are considered full weekend rentals with flexible delivery and pickup times within reason. Normal setup is 1-2 days before the event to ensure plenty of time for setup and decoration. This may fluctuate depending on scheduling and inclement weather. The rental period starts at the time that rental equipment is in your possession, whether for delivery or for customer pickup. You are responsible at the time of delivery or customer pick up of rental equipment until our trained staff picks up or items are returned for customer drop off. If any items are lost, stolen or damaged while in your possession, you are responsible to pay replacement and/or repair costs. We suggest taking out an insurance policy on your homeowner's insurance while our rental equipment is in your possession to cover any possible damages or losses.

FINAL NUMBER COUNT. ALPR is flexible in adjusting the quantity of rental items within our stock availability. Please have your final numbers to us by the week prior to the event.

RENTAL EQUIPMENT CLEANING. All rental equipment is expected to return in the same condition as it was rented. Please wipe down all tables or chairs that were soiled during the event. Please do not use tape or glue on the tables and chairs. Any soiled returned equipment requiring extra cleaning will be subject to extra cleaning costs.

SAFETY. Tents are temporary structures designed to provide limited protection from weather conditions and should NOT be considered a safe haven in the event of severe weather. Tents may collapse, move, leak, or overturn. For the safety of all occupants, evacuation of tents is necessary if severe weather occurs. ALPR will not have staff on site during the event, it is the renters responsibility to be aware of changing weather conditions to exercise best judgement with regards to the safety of all occupants. Please inform ALPR immediately if your tent is damaged, looks like it will collapse or has collapsed.

FIREWORKS. ALPR tents are not firework or flame retardant. Please do not light fireworks inside of or within the vicinity of the tent. Sparks and falling ashes will damage the integrity of the tent and lead to costly cleaning and repairs. The renter is responsible for payment for cleaning or repair of any damages made to the tent while in possession. Tents rented the first weekend in July will be subject to a \$500 damage deposit on top of the normal 25%

deposit. The damage deposit will count towards the final payment following passed inspection of the tent teardown crew (because of this reason, please refrain from making final payment until after tent inspection).



PORTABLE PORCELAIN

If Water Hookups are available, we often hook up to them with a regular garden hose. However, we don't need water hookups! Our luxury bathroom trailers have freshwater tanks that we can fill at the event site for the water supply.

Our bathrooms need a 20 Amp Electrical Circuit with a 3 Prong Plug In (we have been okay with a 15 Amp as long as it wasn't overloaded). If you don't have electrical hookups available, we will provide a quiet inverter generator to power the unit for an additional fee.

The site location requires a flat spot approximately 20'x20' that is accessible by truck and trailer for delivery and pickup.

Portable Porcelain luxury bathroom rentals rates are weekend rental rates and include a stock of supplies (toilet paper, soap, paper towels) needed for the weekend. We do not supply a wedding basket with items such as bandages, antacids, breath mints, deodorant, etc., however you are welcome to put that in our bathrooms during your event.

Our 2-Stall and 4-Stall size luxury restroom trailers are built on a mobile trailer unit including steps to enter and exit, therefore are not handicap accessible. We apologize for the inconvenience.

Normal delivery time is 1-2 days before the event. Normal pickup time is 1-2 days after the event. Any delivery and pickup time over 2 days prior or 2 days following the event will be considered an "extended rental" and be subject to additional cost (holidays do not apply). For extended rentals, we will make at least one service call midway through the rental to clean and restock the Portable Porcelain.

A 25% deposit is required to reserve portable porcelain for the date of the event.

We suggest you dedicate a host or hostess to keep an eye on the status of the Portable Porcelain and supply levels during your event.

Our restrooms have large waste tanks and they will not overflow at a 1 day event. The worst case scenario is having a waiting line at the restroom. To avoid a waiting line we recommend 150 people for the 2-Stall size and 300 people for the 4-Stall size.

Our 4-Stall size has an optional flower box available for the exterior of the trailer. Let us know upon reservation if that would be an option you would like at your event.