



# Aquila & Priscilla Tentmakers Inc

Covering the World Since 1941  
 398 Cherokee Trail  
 Waco, Texas 76712

Office: 254-848-4432 Fax: 254-848-2484

[www.ap tents.com](http://www.ap tents.com)

Email: [info@ap tents.com](mailto:info@ap tents.com)

## APPLICANT INFORMATION FOR INDIVIDUAL

Full Legal Name:

Date of birth:

DL#:

Home Phone:

Cell:

Fax:

Email Address:

Work Phone :

Current Mailing Address:

## EXACT ADDRESS WHERE TENT WILL BE SET UP FOR YOUR EVENT

Address:

City:

State:

Zip:

Directions or Landmarks to Event Site:

**Type of Ground Surface:** CONCRETE\_\_ ASPHALT\_\_ DIRT\_\_ SAND\_\_ ROCK\_\_ GRAVEL\_\_ GRASS\_\_ OTHER: \_\_ USING BARRELS\_\_

### CONTACT NAME:

Name & Phone # of the Individual That Will Meet The Installation Crew to Set Up:

**Tents will be set up and dismantled on weekdays, Monday – Friday ONLY.**

**Date of Event:**

Actual Day & Date For tent Set Up:

Day & Date tent will Be clear to take down:

How Many Days of Rental:

**Preferred Color of Tent :**

**Size of Tent:**

**Sidewalls** (solid white walls) Yes No

Extra charges apply

**Cathedral Walls** (clear windows) Yes No

This table summarizes your current invoice activity. Please review this information and let us know if you have any questions.

Tent Rental	Side walls	Transportation	Tax	Amount Due

Please return this page!

## TERMS

**Payment & Contact:** The contact person on the contract is responsible for the exact tent location, signs the rental contract, and submits payment. **Payment is due on or before the time of installation;** unless payment terms are set up in advance. Please make certain the contact person or designee is available upon installation.

**Tent Site:** **If the tent site is being reserved or rented from another agency, it is your responsibility** to notify them of the scheduled day, we will set up AND take down the tent. If there is a locked gate to the site, please make certain this gate will be open prior to our arrival. If there is a conflict gaining access to the tent site, or the crew has to wait for you or your designee, you may be charged an additional fee of \$25.00 per hour per person in the crew. Or a prorated amount if less than an hour.

**If the location or surface type changes,** please let us know immediately to avoid any additional charges you may occur for additional labor, rescheduling, and/or equipment rental to complete your set-up.

**Set up & take down:** **The tent area shall be clear by 8:00 am on the scheduled day to set up, and all items cleared by 8:00 am on the scheduled day to take down.** If you have other rental companies with any items under the tent, please allow for their time to clear the tent prior to booking the take down with us. We must be the first on site to set up, and the last on site to take down. In the event our crew has to clear items from under the tent; we will not be responsible for any damage or lost items. You will be charged for their additional time and labor.

**All underground utilities must be clearly marked prior to our arrival to set up the tent.**

Frame tent rentals with water barrels are excluded. Notify your city for any required permits, and to mark all water & sewer lines. If you are in Texas, call Texas Excavation System at 1-800-344-8377. Advise them we will dig deeper than 16". They will notify the local utilities excluding water and sewer, to have the lines marked. If outside of Texas, please contact your local agencies. Normally notice of two (2) business days is required.

**This is mandatory to insure the safety of all parties involved. If the lines are not marked, we will not set up the tent, until the lines have been properly located and marked. This delay could cause additional charges to you. Even if you have no underground lines, there may be existing water, sewer, phone, electricity, or gas lines there.** If you set up annually in a rented area, please do not rely on your memory or the memory of our installers for the whereabouts of the lines. Aquila & Priscilla Tentmakers Inc will NOT be responsible for any cut or damaged utility lines, nor for the loss of utility service. Nor will any representatives of Aquila & Priscilla Tentmakers Inc. Any cost arising from damage or loss of utilities will strictly be the responsibility of the Lessee. In the event an employee of Aquila & Priscilla Tentmakers Inc should be injured or if death should occur due to the Lessee not properly having the lines located and marked, or if the Lessee falsifies the location of the lines causing injury or death to an employee of Aquila & Priscilla Tentmakers Inc., the Lessee and/or the company the Lessee is representing, will be responsible for any cost for treatment, loss of wages, or any other services performed for such employee.

Customers are expressly **forbidden** from modifying or removing poles, stakes, chains, etc., or moving the tent to another location without our permission. In the event you move any of the above and cause damage to the tent or equipment, you will be responsible for all repair charges. If you call us to make a trip to your location and correct your mistake, you will be charged a \$35.00 trip charge, as well as mileage and after hour rates, which will be determined at that time.

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Aquila & Priscilla tents have been tested and proven to be reliable through all types of weather, including hurricanes. However, in the event the rented property becomes damaged, leaks, or destroyed; neither Aquila & Priscilla Tentmakers Inc, nor its representatives will be liable for any damage or destruction to any property.

If you must cancel your tent rental, you **MUST** notify our office **Two (2)** days prior to the reserved rental date. Failure to notify our office of the cancellation could result in further charges occurring to you.

We greatly appreciate your attention to the above areas. This helps us avoid unnecessary delays in order to service every customer to the level they deserve. We look forward to continually serving you.

Please return the first and last pages, completed and signed to the fax number listed above, or by mail. If you have any questions, or concerns please contact us.

## If You Are A New Customer, Please list two trade References

Name:	Address:	Phone:
I assure the validity of the above information or attached information; I authorize you to investigate our credit including permission to contact references. I further agree to pay on or before the installation date, unless credit arrangements have been made. If paying by check, I understand there will be an additional \$25.00 fee in the event the check is returned for NSF. I have read and received a copy of this contract, and understand the Information herein. By signing I take responsibility of having all underground utilities marked prior to the installation date. I/we agree to hold Aquila & Priscilla Tentmakers Inc., and employees, harmless for all claims arising from any damage to any utilities or interruption of utility service, due from improperly identifying all underground utilities.		
Signature of applicant: x		Date:
Signature of co-applicant: x		Date:

Please return this page!

Thank you!