

**CUSTOMER RESPONSIBILITIES CHECKLIST FOR CANOPY
CARE, RENTAL, INSTALLATION AND REMOVAL.
GENERAL RENTAL CENTER OF MONTICELLO
216 SANDBERG ROAD MONTICELLO MN 763-295-2300**

On all canopy installations, utilities are to be marked 48 hours prior to the time of installation. It would be advisable to call Gopher State One Call utility locating service a couple of weeks in advance to verify they are not behind schedule. To contact Gopher State One Call utility locating service call 651-454-0002 for metropolitan area, otherwise for statewide call 800-252-1166.

Gopher State One Call utility locating service does not mark personal utilities.

Unmarked utilities will delay or cancel your setup and there will be no refunds.

_____ (initials)

- If you have private utilities or a sprinkler system, you are responsible for marking them. Customer is responsible if the lines, heads or personal utilities are not properly located and marked.
- At the time of delivery, we must be able to see the markings/ flags from Gopher State.
- Do not cut or water your grass 48 hours prior of the installation of the canopy. If this is not followed, the canopy could have grass clippings on it and the canopy could loosen-up because of soft ground conditions.
- These are pole and rope tension canopies; therefore, if a 30' x 60' canopy is required, a 50' x 80' area is needed to set the canopy up. This includes no obstruction within 10' of the area; trees, bushes and lights are some things to consider. This includes ALL UTILITIES. The ground must be level where the canopy will be installed. If you are unsure of the site where the canopy is to be installed please give GRC a call. The installer can inspect your site for a minimal charge prior to the installation date. Figure out where you want your canopy before your delivery. Wait time charges will apply at \$65 per man hour for figuring where canopy is to be placed.
- Customer is responsible for loss or damage to rental goods in case of Fire, Theft, Wind, Rain, Snow or other hazards regardless of cause or fault.
- We do our best to keep an eye on the weather. If weather predictions look unfavorable we may set up early, provided all equipment and your site is available.
- There are additional charges for drilling into asphalt or gravel. Please contact GRC at least two weeks prior to delivery and installation of the canopy, if we need to drill into concrete or gravel.
- If GRC is installing lights or any other electrical appliances under the canopy, the

customer is required to supply power to the electrical device.

- The canopy must have someone there at all times if running heaters or other electrical appliances that could be a fire hazard under or near the canopy.
- All items that are being delivered can be dropped off within 30' of where the truck can backup on the driveway or road. The vehicle that may be used for the deliveries could be up to 36' in length and have a clearance of 13'. Additional transportation charges will be applied if the drop off exceeds 30'. This must be arranged at least one week prior to delivery.
- Upon tear-down of the canopy, all other items other than GRC's must be removed from under the canopy at least 15 feet away.
- A representative of the event must be there to verify where the canopy is to be set up.
- Please provide a written diagram or a Google/Bing map image of where the canopy will be setup on the property within 2 weeks of the delivery date.
- Grilling/Cooking and open flames are not allowed under the canopy under any circumstances. Because of the fire, it leaves a film of soot on the canopy. You will be charged an additional fee if we need to clean or repair any rental items.
- The installer can set up and take down chairs, tables, linens, sidewalls and other items for an additional charge. This is to be arranged at least one week prior to the time of the delivery.
- Time of arrival to the installation site can vary greatly. There are many factors to be included, and if there is a strong wind that day, it may take two to three times as long to install a canopy. An approximate arrival time will be set up one day prior to time of delivery. A representative of your party must be present for the entire set up.
- All party and wedding reservation deposits are NON REFUNDABLE. Any items canceled will be charged 50% of the full rent
- All orders must be paid one week prior to the delivery date along with a credit card number on file for a security deposit.

Payment for balance due

Remaining balance of rental contract is due one week prior to approximate delivery date. If payment is not made one week prior to delivery date the balance will be posted onto the original credit card the deposit was made with.

_____ (initials)

Delivery and Pickup Procedures

Delivery and pickup services are available when arranged in advance. Charges are based on the distance from our store to site of delivery. Delivery is curbside drop off and pickup. Curbside includes deliveries to commercial docks, residential garages, or driveways. Non-curbside deliveries can be arranged in advance for an additional fee (based upon time and logistics). There are additional charges if the delivery or pickup location has multiple doors or is in excess of 30 feet of vehicle, or is other than ground level (hills, fences, gates, elevator, or stairs). Delivery hours are between 8am and 4pm Monday through Friday, additional charges apply for after hours. Set up and take down of rental items is not included in our standard rental or delivery fee, that service is available at an additional cost if arranged in advance.

Our delivery staff is instructed to stack items in a mutually convenient place on delivery. Know where equipment is going and have an area prepared prior to our arrival. On pickup, rental items must be folded and stacked, everything dry, clean, repacked in same containers and ready to go in same convenient place as delivery. Additional charges will be applied for rental items not ready at pre-arranged time and place.

General Rental Center is not responsible for hitting unmarked lines.

I have fully read and understand what my responsibilities are. And I understand that additional fees will occur if my obligations are not met.

Reservation Number _____ Date of Event ____/____/_____

Contact Name(s) _____

Contact Phone Number(s) (____)____-____ Cell (____)____-_____

Delivery Address _____ City _____

Canopy installed on Grass _____ Asphalt _____ Gravel _____

Dimensions of space available for the canopy setup. Width _____ Length _____

_____ I understand that I am responsible for contacting Gopher State One Call. (Initials)

_____ I understand that if my responsibilities listed throughout this checklist are not met that my deposit is non-refundable. (Initials)

_Customer Signature _____ / ____/ ____/ ____ Date

This form must be signed and sent back to General Rental two weeks prior to your delivery.

Please email signed copy to info@generalrentalmonterello.com or fax 763-295-0395.