

The following documents are required with the application:

1. Rental fees
2. Certificate of Liability, adding the Town as an **additional insured from set-up to take-down**
3. Google map of where the tent(s) will be set-up.

## TENT RENTAL APPLICATION AND AGREEMENT

WHEREAS, the Town of Silver City owns several large and small tents which are suitable for covering persons and equipment in outdoor use; and,

WHEREAS, there are non-profit entities within the Town and Grant County that occasionally sponsor outdoor events for public attention and fund-raising opportunities; and

WHEREAS, the Town wishes to make available to these non-profit entities the Town-owned tents under particular terms and conditions; and

WHEREAS, the applicant herein who has certified that it is a non-profit entity shall be entitled to rent the aforementioned tents upon a signed application and under the terms and conditions mentioned herein:

It is, therefore, agreed, that this form shall constitute both an Application and, upon signature of the Town Manager, a permission and rental agreement between the Applicant and the Town.

1. The Applicant is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and does hereby certify that it is a non-profit entity having its principal place of business within Grant County, New Mexico. Its contact person is: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_.

2. The Applicant desires to rent the following:

- (1) # \_\_\_\_ 30' x 30' tent @ \$200 per day
- (2) # \_\_\_\_ 20' x 40' tent @ \$200 per day
- (20) # \_\_\_\_ 10' x 10' tent @ \$40 per day

Date of Events \_\_\_\_\_

3. The dates of rental shall be from set-up on \_\_\_\_\_, 20\_\_\_\_ to take-down on \_\_\_\_\_, 20\_\_\_\_, and the rental fees shall be paid in advance.

4. The location of the tent(s) placement shall be: \_\_\_\_\_.  
(No tent shall be placed, removed, or stored outside of Grant County, New Mexico)

5. The event for which the tent shall be used is: \_\_\_\_\_  
\_\_\_\_\_.

6. The Applicant shall prior to taking possession of the tent(s) provide proof of liability insurance, with the Town named as an “additional insured”.

7. Renting of the tent(s) shall be based upon availability on a first-come first-serve basis, a 30-day prior notice is required for reservations.

8. The set-up and take-down of the tent(s) shall be the exclusive responsibility of the Town. Applicant will coordinate times for set-up and take-down of the tent(s) with designated Town employees.

9. For liability purposes, the Applicant/Organization is responsible for security of tent(s) for the duration from set-up to take-down process.

10. The Town makes no warranty on the ability of the tent(s) to withstand any particular wind force, storm, rain, or hail. The Applicant takes the tent(s) as is and will be responsible for the safety of those sheltered by the tent(s) as well as passers-by.

11. By signing this Application, the Applicant certifies that all the information herein, including representations made in the recitals, are true and correct. Any misrepresentation may result in immediate cancellation of this permission and in such case, the tent(s) shall be immediately repossessed by the Town.

\_\_\_\_\_  
For Applicant

\_\_\_\_\_  
Date of Application

Issuing Authority by:

\_\_\_\_\_  
Town Manager or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payment of (\$ ) Accepted by: \_\_\_\_\_

\_\_\_\_\_  
On Behalf of Town Manager  
Town of Silver City