

LAWRENCE UNIVERSITY
WARCH CAMPUS CENTER EQUIPMENT RENTAL AGREEMENT

Event Contact Info

Name _____ Cell # _____
 Organization _____ Event _____
 Event Location _____ Event Date/Time _____
 Description of Event _____
 Technical Support Requested? Yes No (If **Yes**, minimum 7-day advance notice required!)

**Pick up
Return**

Scheduled pick-up _____ Scheduled return _____
 Date ___/___/___ Date ___/___/___
 Time _____ Time _____ (late fees assessed if more than 2 hours late)

Equipment Needs & Rental Costs

SOUND EQUIPMENT		
ITEM	RENTAL	QTY
Mixing Amplifier	\$15.00	
Speaker	\$5.00	
Subwoofer	\$5.00	
Monitor	\$3.00	
Speaker Sound	\$2.00	
Vocal Microphones	\$3.00	
Wireless Vocal Microphones	\$5.00	
Instrument Microphones	\$3.00	
Drum Microphones (kit)	\$8.00	
Microphone Cords	N/C	
Speaker Cords	N/C	
Extension Cords	N/C	
Microphone Stands	N/C	
Mixing Board (Rental)	\$36.00	
Complete DJ System	\$35.00	
Band PA	\$50.00	

VISUAL EQUIPMENT		
ITEM	RENTAL	QTY
VCR Player	\$3.00	
DVD Player	\$3.00	
CD Player	\$3.00	
Karaoke Machine	\$4.00	
Light Tree (w/approval only)	\$12.00	
Spotlight (w/approval only)	*Labor	

OTHER EQUIPMENT/ITEMS		
ITEM	RENTAL	QTY
Stage Sections (8' x 4')	*Labor	
Table Linen (each)	\$2.00	
Other:		

**To be completed by
Campus Activities**

ADDITIONAL FEES		
Carrying Fee (if outside of Campus Center)	\$5.00	
Delivery Charge	\$10.00	
*Labor (setup/operation) per hour	\$7.00	

LATE FEES		
Late Same Day	\$2.00	
Daily	\$4.00	
Daily after one week	\$6.00	

EQUIP RENTAL \$ _____ ADD'L FEES \$ _____ TOTAL \$ _____ ACCT # _____

I understand that in renting/using the equipment above, I accept full responsibility for the proper care and operation of said equipment and that I (or my organization) will be held liable for any loss or damage sustained to said equipment when it is in my care, whether intentional or not. I will return the equipment CLEAN and DRY by the specified deadline or be subject to additional late and/or cleaning fees. I understand the operation of said equipment and do not hold the university or its agents liable for any accidents or injury resulting from said use.

Event Contact's signature _____ Date _____

Campus Center Staff _____ Date _____
 (Signature confirms equipment/item availability)