

LAWRENCE UNIVERSITY

WARCH CAMPUS CENTER EQUIPMENT RENTAL AGREEMENT – 7 days notice required!!

Event Contact Info

Name _____ Cell # _____
 Organization _____ Event _____
 Event Location _____ Event Date/Time _____
 Description of Event _____

To request technical support, contact Greg Griffin @ 920-832-7236

**Pick up
Return**

Scheduled pick-up
 Date ___/___/___
 Time _____

Scheduled return
Same day!
\$50 late fee assessed if equipment is not returned the same day!

Equipment Needs

SOUND EQUIPMENT	
ITEM	QTY
Mixing Amplifier	
Speaker	
Subwoofer	
Monitor	
Speaker Stand	
Vocal Microphone	
Wireless Vocal Microphone	
Instrument Microphone	
Drum Microphones (kit)	
Microphone Cord	
Speaker Cord	
Extension Cords	
Microphone Stand	
Aux Cord	
Complete DJ System	
Band PA	

VISUAL EQUIPMENT	
ITEM	QTY
VCR Player	
DVD Player	
CD Player	
Karaoke Machine	
Light Tree (w/approval only)	
Spotlight - see *Labor charge (w/approval only)	

OTHER EQUIPMENT/ITEMS		
ITEM	RENTAL	QTY
Stage Sections (8' x 4')	*Labor	
Other:		

Read, sign & RETURN TO GREG GRIFFIN, WCC 407

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)