

## Popcorn Machine Rental Agreement Form

PLEASE PRINT CLEARLY

### CONTACT INFORMATION

<b>Name:</b> _____ First M.I. Last
<b>Name of Organization:</b> _____
<b>S#: S</b> _____ <b>Phone #:</b> _____
<b>Email:</b> _____

### SUPPLIES *(please check the appropriate amount below):*

12 packets of popcorn with 125 bags = \$40       24 packets of popcorn with 250 bags = \$80

### PLEASE READ and INITIAL

\_\_\_\_\_ I understand that I am responsible for the popcorn machine.

\_\_\_\_\_ I agree to pick up the popcorn machine on \_\_\_\_\_.

\_\_\_\_\_ I agree to return the machine on \_\_\_\_\_.  
If I do not return it by 5:00 pm on this day I will be charged a \$10 late fee for every day that it is late.

\_\_\_\_\_ I agree to keep the popcorn machine locked up if I have it checked out overnight.

\_\_\_\_\_ I agree to pay for all damages that occurred while the machine was in my possession.

\_\_\_\_\_ I agree to clean the popcorn machine with the provided cleaning materials or I will be charged a \$25 cleaning fee.

\_\_\_\_\_ I will be charged for any pieces or supplies that are found missing.

\_\_\_\_\_ I understand that I will be invoiced after returning the popcorn machine and will pay the total amount due upon receipt of invoice.

I have read and fully understand the Popcorn Machine Rental Agreement Form.

Renter: \_\_\_\_\_  
Print Name Signature Date

### Internal Use Only

Date Signed Out: \_\_\_\_\_ Signature of Staff Checking Out: \_\_\_\_\_

Date Signed In: \_\_\_\_\_ Signature of Staff Checking In: \_\_\_\_\_

Date Department Invoice: \_\_\_\_\_