



OFFICE OF

Strategic Communications

EQUIPMENT RENTAL AGREEMENT

1. **THE PARTIES.** This Equipment Lease Agreement ("Agreement") is made and entered into on this day of _____ by and between:

Owner: Office of Strategic Communications

Renter:

2. **EQUIPMENT.** The Owner and Renter agree to enter into a binding agreement for the leasing of the following: Retractable Banners/Step & Repeat/ Tablecloth(s)

Hereinafter known as the "Equipment."

☐ - **Retractable Banner (s)** Quantity _____

☐ - **Step & Repeat**

☐ - **Tablecloth (s)** Quantity _____

3. **TERM.** The lease period begins on _____ and continues until: (check one)

☐ - **End Date.** This Agreement ends on _____

4. **USE OF EQUIPMENT.** The Renter agrees to use the Equipment for its intended use.

5. **RENTER'S RESPONSIBILITY.** Any damage or missing parts caused to the Equipment, shall be the Renter's responsibility to pay for the FULL cost of replacing the damaged item or items.

6. **ADDITIONAL TERMS & CONDITIONS.**

IN WITNESS WHEREOF, the Owner and Renter have executed this Agreement as of the date first above written.

Owner Signature: _____ **Date:** _____

Print Name: _____

Renter Signature: _____ **Date:** _____

Print Name: _____