

GWTC Equipment Rental Terms and Invoice

Race Name: _____ Race Date: _____

Race Director(s): _____ Phone/Email: _____

I, _____, agree to the following terms and conditions for the rental of Gulf Winds Track Club (GWTC) equipment. Please READ and initial all components of the policy.

_____ (Initial) 1. Pick-ups and drop-offs will occur the **Wednesday before and after the event at 5:30PM, NO exceptions**. Please make arrangements to be available at this time.

_____ (Initial) 2. The rental fee is \$100.00 and a deposit of \$250.00 is required. Write TWO separate checks made out to Gulf Winds Track Club and bring to pick-up. Cash is also acceptable. **Do not mail payment**. If you are using GWTC chip timing, this equipment rental fee is a separate fee from the chip timing charge.

_____ (Initial) 3. I understand that the security deposit is only a token payment and that loss and/or damage may exceed this amount. I further agree to pay the additional costs for replacement and/or repair.

_____ (Initial) 4. If equipment is not returned the Wednesday following the event at 5:30PM, a **\$50.00 late fee will be charged**. There is also a **\$50.00 charge** if equipment is not returned in the shape it was received, especially the water coolers and tables. They must be **thoroughly cleaned and dried prior to arriving at equipment return** (not just rinsed off).

_____ (Initial) 5. I understand that GWTC races have first priority on all of the equipment and may reserve all of the equipment for just one event. A list of those races can be found on the GWTC website.

The storage facility is located at The Storage Center - 3110 Apalachee Pkwy, Tallahassee, FL 32311. Details of the unit numbers and gate code will be sent closer to your pick-up date. Equipment will not be released without payment. The equipment manager, Kat Sack, can be reached by email katiesack1@gmail.com (**preferred**) or by phone if necessary at 757.408.3975. Please send this document as a **PDF**.

In the following table, enter the quantities of each item you would like to rent in the 'Quantity Requested' column. Please estimate to the best of your ability for a more efficient process. Any numbers in parentheses are average amounts. Example: Do not just mark '1' if you want 15 traffic cones. I will assume you just want 1 traffic cone.

Item	Quantity Requested	Quantity Picked Up	Quantity Returned
Race Clock and Stand (1)			
Chronomix Timer/Printer (1)			
Megaphone/Bullhorn (1)			
Mile Split Signs (Miles 1,2,3,etc.)			
"Race in Progress" Signs (5)			
"Arrow" Signs (5)			
Age Group Boxes (Y/N)			
Finish Chute Stanchions and Bases (8)			
Traffic Cones (15)			
Tables (6)			
Chairs (6)			
Water Coolers (8)			
Ice Chests			
Traffic Vests (20)			
Other (Measuring wheel)			

Name of person picking up & returning equipment

Cell phone/Email Address of person picking up & returning equipment

The following will be filled out by GWTC:

___ \$100 Rental Fee Received ___ Rental Fee Deposited to Bank

___ \$250 Deposit Received ___ Deposit Returned OR ___ Charge

Signature of person responsible for equipment

Optional: Reason for Deposit Not Returned: _____