



SPECIAL EVENTS RENTAL CONTRACT

Updated Jan 2026/AF

1. Return completed form for processing via email to MWR_Yokosuka_Special_Events@us.navy.mil
2. Rental equipment reservations must be submitted no later than two (2) weeks prior to the delivery date.
3. Full payments must be made at least thirty-six (36) hours in advance.*Required signatures must be completed prior to payment.
4. Cancellations made forty-eight (48) hours prior to delivery date will receive a full refund.
5. If you are renting a venue on base, please provide a copy of the confirmation receipt to MWR.
6. Special Events hours of operation are Monday through Friday, 07:30 to 16:00 (last pickup/drop off is 15:00).
7. A Rental Policy form will be provided along with the confirmed contract for review and signature.

Name/Rank		Work Phone	
Command/Organization		Cell Phone	
Event Name		Email	
Date of Event			
Location of Event		Household Account #	

DATE	TIME	Delivery Options	Pickup Options	DATE	TIME
		1. Self Pick-Up	1. Self Return		
		2. Delivery Only	2. Pick up Only		
		3. Delivery/Setup	3. P/U and B/D		

NOTES:

RENTAL ITEMS	Qty	Unit Cost	1st Day	Additional Day	# Days	Total
CHAIRS/CHAIR COVERS						
Folding Chair (Black)	0	@ \$1.00	\$0.00	\$0.50	1	\$0.00
Folding Chair (White)	0	@ \$2.00	\$0.00	\$1.00	1	\$0.00
Chair Cover Only (White)	0	@ \$1.00	\$0.00	\$0.50	1	\$0.00
Stage Chair with White Cover	0	@ \$10.00	\$0.00	\$5.00	1	\$0.00
TABLES						
Folding Table, 8ft Rectangular	0	@ \$5.00	\$0.00	\$2.50	1	\$0.00
Tablecloth (spandex 8ft)	0	@ \$5.00	\$0.00	\$2.50	1	\$0.00
OFFICIAL FUNCTION ITEMS						
Podium	0	@ \$100.00	\$0.00	\$50.00	1	\$0.00
Red Carpet per Roll 20ft	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
Red Carpet per Roll 60ft	0	@ \$75.00	\$0.00	\$37.50	1	\$0.00
US States Flag Set	0	@ \$200.00	\$0.00	\$100.00	1	\$0.00
Official Stage Flag (Set of 3)	0	@ \$100.00	\$0.00	\$50.00	1	\$0.00
Bullets, Ornamental Brass (Each)	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
Ceremonial Bell	0	@ \$75.00	\$0.00	\$37.50	1	\$0.00
Bunting (Nylon), 180' Roll **	0	@ \$750.00	\$0.00		1	\$0.00

****Bunting rolls are not a returnable item.**

TENTS						
10' x 10' Pop Up	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
10' x 20' Pop Up	0	@ \$80.00	\$0.00	\$40.00	1	\$0.00
12' x 18' Canopy **	0	@ \$80.00	\$0.00	\$40.00	1	\$0.00
12' x 18' (with sides) **	0	@ \$140.00	\$0.00	\$70.00	1	\$0.00
18' x 24' Canopy **	0	@ \$160.00	\$0.00	\$80.00	1	\$0.00

****Labor Required.**

ENTERTAINMENT						
PA System (2 Speakers/Stands, 1 Mixer, 1 Mic)	0	@ \$175.00	\$0.00	\$87.50	1	\$0.00
Add'l Speakers w/ stands (pair)	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
Add'l Microphone w/ stand	0	@ \$15.00	\$0.00	\$7.50	1	\$0.00
Wireless Mic system w/ 1 mic	0	@ \$75.00	\$0.00	\$37.50	1	\$0.00
Stage Light	0	@ \$25.00	\$0.00	\$12.50	1	\$0.00
Light Controller	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
4' x 8' stage	0	@ \$50.00	\$0.00	\$25.00	1	\$0.00
8' x 8' stage **	0	@ \$100.00	\$0.00	\$50.00	1	\$0.00
8' x 16' stage **	0	@ \$200.00	\$0.00	\$100.00	1	\$0.00
8' x 20' stage **	0	@ \$250.00	\$0.00	\$125.00	1	\$0.00
12' x 24' stage **	0	@ \$300.00	\$0.00	\$150.00	1	\$0.00

****Labor Required.**

GENERATORS							
Generator 5kw (gasoline)	0	@	\$75.00	\$0.00	\$37.50	1	\$0.00
OUTDOOR HEATING							
Propane Heaters (no propane)	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Propane Heater with Propane	0	@	\$60.00	\$0.00	\$35.00	1	\$0.00
GRILLS							
6' propane grill w/cleaning (No propane tank, Grill takes 1 or 2 tanks)	0	@	\$75.00	\$0.00	\$37.50	1	\$0.00
Propane tanks (1)	0	@	\$50.00	\$0.00	\$0.00	1	\$0.00
4' charcoal grill w/ cleaning	0	@	\$65.00	\$0.00	\$32.50	1	\$0.00
AIR TOYS							
***CLEANING FEE REQUIRED FOR EACH AIR TOY RENTAL. GRASS OR TURF ONLY.							
Indoor Bounce House ***	0	@	\$100.00	\$0.00	\$50.00	1	\$0.00
Basic Bounce Castle ***	0	@	\$100.00	\$0.00	\$50.00	1	\$0.00
Princess Themed Basic Bounce ***	0	@	\$150.00	\$0.00	\$75.00	1	\$0.00
Sports Themed Basic Bounce***	0	@	\$100.00	\$0.00	\$50.00	1	\$0.00
Bounce House Slide Combo ***	0	@	\$150.00	\$0.00	\$75.00	1	\$0.00
Joust ***	0	@	\$250.00	\$0.00	\$125.00	1	\$0.00
Boxing Ring w/ Gloves ***	0	@	\$150.00	\$0.00	\$75.00	1	\$0.00
PARTY/PICNIC RENTALS							
Corn Hole	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Washer Toss	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Kan Jam Game	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Ladder Ball	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Horse Shoe Game	0	@	\$10.00	\$0.00	\$5.00	1	\$0.00
Tug-O-War	0	@	\$6.00	\$0.00	\$3.00	1	\$0.00
Giant Chess	0	@	\$20.00	\$0.00	\$10.00	1	\$0.00
Giant Checkers	0	@	\$20.00	\$0.00	\$10.00	1	\$0.00
Giant Jenga	0	@	\$20.00	\$0.00	\$10.00	1	\$0.00
Ice Chest 128QT	0	@	\$4.00	\$0.00	\$2.00	1	\$0.00
OTHER RECREATION							
Dunk Tank **	0	@	\$100.00	\$0.00	\$50.00	1	\$0.00
**Labor Required.							
TOTAL Rental Cost						\$0.00	
LABOR FEES				# Of Man Hours	Cost/Hour	Estimate	Total Cost
Cleaning Fee	0	@	\$50.00		\$0.00		
** Labor Required REGULAR RATE	0	@	\$24.00		\$0.00		
** Labor Required OVERTIME RATE	0	@	\$36.00		\$0.00		\$0.00
Delivery and Pick-Up Only	0	@	\$48.00		\$0.00		
By signing below, I acknowledge that all rental equipment listed above has been delivered and/or setup in accordance with the contracted agreement. I further acknowledge that I have received, reviewed, and agree to comply with the Rental Sales Policies. Return signed contract via email to MWR_Yokosuka_Special_Events@us.navy.mil							
*Signature required before payment is accepted							
*CUSTOMER CONFIRMATION SIGNATURE:						*DATE:	
MWR LOGISTICS SIGNATURE:						DATE:	
Delivery/Self Pick-Up Confirmation							
PRINT NAME:						DATE:	
DELIVERY CONFIRMATION SIGNATURE:						DATE:	
PRINT STAFF NAME:						DATE:	
STAFF SIGNATURE:						DATE:	
Post Event Inspection (MWR Personnel Use Only)							
CHECKED IN ITEMS INSPECTED BY:						DATE:	
(Within 48 hours of return)						DATE:	
Rental Contract Completion (MWR Personnel Use Only)							
MWR MANAGER SIGNATURE:						DATE:	