



## 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  |
|------------------------------|-----|---|-----------|---------|----------------|--------|--------|
| <b>CHAIRS/CHAIR COVERS</b>   |     |   |           |         |                |        |        |
| 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 |

|                                |   |   |        |        |        |   |        |
|--------------------------------|---|---|--------|--------|--------|---|--------|
| <b>TABLES</b>                  |   |   |        |        |        |   |        |
| 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 |

|                                  |   |   |          |        |          |   |        |
|----------------------------------|---|---|----------|--------|----------|---|--------|
| <b>OFFICIAL FUNCTION ITEMS</b>   |   |   |          |        |          |   |        |
| 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.**

|                           |   |   |          |        |         |   |        |
|---------------------------|---|---|----------|--------|---------|---|--------|
| <b>TENTS</b>              |   |   |          |        |         |   |        |
| 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.**

|   |   |   |          |        |          |   |        |
|---|---|---|----------|--------|----------|---|--------|
| <b>ENTERTAINMENT</b>                          |   |   |          |        |          |   |        |
| 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<br>(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   |   |                |           |          |               |               |        |
| <b>***CLEANING FEE REQUIRED FOR EACH AIR TOY RENTAL. GRASS OR TURF ONLY.</b>   |   |                |           |          |               |               |        |
| 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 |
| <b>**Labor Required.</b>   |   |                |           |          |               |               |        |
| <b>TOTAL Rental Cost</b>   |   |                |           |          |               | <b>\$0.00</b> |        |
| LABOR FEES   |   | # Of Man Hours | Cost/Hour | Estimate | Total Cost    |               |        |
| Cleaning Fee   | 0 | @              | \$50.00   | \$0.00   | <b>\$0.00</b> |               |        |
| <b>** Labor Required</b> REGULAR RATE  | 0 | @              | \$24.00   | \$0.00   |               |               |        |
| <b>** Labor Required</b> OVERTIME RATE   | 0 | @              | \$36.00   | \$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 <a href="mailto:MWR_Yokosuka_Special_Events@us.navy.mil">MWR_Yokosuka_Special_Events@us.navy.mil</a> |   |                |           |          |               |               |        |
| <b>*Signature required before payment is accepted</b>  |   |                |           |          |               |               |        |
| *CUSTOMER CONFIRMATION SIGNATURE:  |   |                | _____     |          | *DATE: _____  |               |        |
| MWR LOGISTICS SIGNATURE:   |   |                | _____     |          | DATE: _____   |               |        |
| <b><u>Delivery/Self Pick-Up Confirmation</u></b>   |   |                |           |          |               |               |        |
| PRINT NAME:  |   |                | _____     |          | DATE: _____   |               |        |
| DELIVERY CONFIRMATION SIGNATURE:   |   |                | _____     |          | DATE: _____   |               |        |
| PRINT STAFF NAME:  |   |                | _____     |          | DATE: _____   |               |        |
| STAFF SIGNATURE:   |   |                | _____     |          | DATE: _____   |               |        |
| <b><u>Post Event Inspection (MWR Personnel Use Only)</u></b>   |   |                |           |          |               |               |        |
| CHECKED IN ITEMS INSPECTED BY:   |   |                | _____     |          | DATE: _____   |               |        |
| (Within 48 hours of return)  |   |                |           |          |               |               |        |
| <b><u>Rental Contract Completion (MWR Personnel Use Only)</u></b>  |   |                |           |          |               |               |        |
| MWR MANAGER SIGNATURE:   |   |                | _____     |          | DATE: _____   |               |        |