



# SPECIAL EVENTS RENTAL CONTRACT

Updated Jan 2026/AF

1. Return completed form for processing via email to [MWR\\_Yokosuka\\_Special\\_Events@us.navy.mil](mailto: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.

<b>GENERATORS</b>							
Generator 5kw (gasoline)	0	@	\$75.00	\$0.00	\$37.50	1	\$0.00
<b>OUTDOOR HEATING</b>							
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
<b>GRILLS</b>							
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
<b>AIR TOYS</b>							
<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
<b>PARTY/PICNIC RENTALS</b>							
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
<b>OTHER RECREATION</b>							
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>
<b>LABOR FEES</b>		<b># Of Man Hours</b>	<b>Cost/Hour</b>	<b>Estimate</b>	<b>Total Cost</b>		
<b>Cleaning Fee</b>	<b>0</b>	<b>@</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>** Labor Required REGULAR RATE</b>	<b>0</b>	<b>@</b>	<b>\$24.00</b>	<b>\$0.00</b>			
<b>** Labor Required OVERTIME RATE</b>	<b>0</b>	<b>@</b>	<b>\$36.00</b>	<b>\$0.00</b>			
<b>Delivery and Pick-Up Only</b>	<b>0</b>	<b>@</b>	<b>\$48.00</b>	<b>\$0.00</b>			
<p>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></p> <p><b>*Signature required before payment is accepted</b></p> <p>*CUSTOMER CONFIRMATION SIGNATURE: _____ *DATE: _____</p> <p>MWR LOGISTICS SIGNATURE: _____ DATE: _____</p> <p><b>Delivery/Self Pick-Up Confirmation</b></p> <p>PRINT NAME: _____</p> <p>DELIVERY CONFIRMATION SIGNATURE: _____ DATE: _____</p> <p>PRINT STAFF NAME: _____</p> <p>STAFF SIGNATURE: _____ DATE: _____</p> <p><b>Post Event Inspection (MWR Personnel Use Only)</b></p> <p>CHECKED IN ITEMS INSPECTED BY: _____ DATE: _____</p> <p>(Within 48 hours of return)</p> <p><b>Rental Contract Completion (MWR Personnel Use Only)</b></p> <p>MWR MANAGER SIGNATURE: _____ DATE: _____</p>							