



Equipment Lease

Updated 2-3-2022

DHI equipment is available to lease for community events within the HBID boundaries, Centennial Park, Reeder's Alley, Carroll College, and Memorial Park. Event organizers must fill out the following lease form and deposits must be made at the time of the application. If for any reason DHI cannot lease out the equipment on the requested date, the deposit and non-refundable delivery and pick-up will be fully returned.

APPLICATION

To be filled out by event organizer. To better your chances of securing equipment, please fill out and return no later than two weeks before your event.

EVENT INFORMATION

Date and Time	
Event Name	
Event Location	
Requested Drop Off Date	
Requested Pick Up Date	
Instructions for drop off and pick up of fence	

ORGANIZER INFORMATION

Contact Name	
Contact Organization	
Address	
Phone Number	
Email	

DHI Member?	YES	No	DHI members get a 25% discount on the total equipment rental fee.
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Table A. Rentable Equipment

Select	Equipment	Quantity	Fee	Total	*Refundable Deposit
	6 ft. Blue/Red Fence	1-15	\$100		\$500
	6 ft. Blue/Red Fence	16-30	\$150		\$500
	Orange 8.5ft. heavy duty barricade	½ Trailer Load (25)	\$200		\$500
	Orange 8.5ft. heavy duty barricade	1 Trailer Load (50)	\$300		\$500
	Orange 8.5ft. heavy duty barricade	2 Trailer Loads (51-80)	\$400		\$500
	Sound System	N/A	\$50		\$100
	DHI-branded tent	Daily Use	\$100		\$100
	**Stage	Daily Use	\$250		\$500
	***Awning	Daily Use	\$350		\$500
	Jackson St. Conference Space w/ Owl (HBID)	Hourly Use	\$35		\$100
	Jackson St. Conference Space w/o Owl (HBID)	Hourly Use	\$20		\$100

**If selecting more than one option, there is only one \$500 refundable deposit required. All checks are to be made to the Downtown Helena Inc (DHI).*

***Instructions for safe use will be provided, proof of insurance liability. A minimum of six people is needed to set up the stage.*

***The awning will be delivered at the time and date specified that you will be ready to put up. DHI staff will provide a minimum of one person to help assist with setting up the awning. It takes one-two hours with a minimum of eight people. Proof of insurance liability.*

The Lease Agreement/Contract

This Equipment lease (this “Lease”) is made effective as of _____ (today’s date), between _____ (your organization (“renter”) and DHI.

All events are responsible for providing personnel to set up the fencing. We recommend 2-4 people to set up and tear down. The refundable deposit will be shredded, in our office, once the fence is picked up and comes back in good condition beyond the normal wear, tear, and dings. If you request the check be returned to you, please let us know.

1. Place & date: all parties agree to the place and date specified in the application.
2. Payment: renter agrees to pay the specified amount indicated in table A of the application.
3. Liability: renter agrees to provide proof of insurance transferring all liability to the renter.
4. Set up & tear down: renter agrees to providing the recommended staff.
5. Cancellation: renter agrees to contact the DHI no less than 48 hours in advance if they need to cancel the event for full refund. If canceled less than 48 hours, DHI will return full fee rental but keep 10% of the deposit.
6. **Indemnification:** Lessee agrees to indemnify and hold DHI, its principals, owners, members, employees, affiliates, contractors and contracted vendors (all hereafter collectively “DHI+”) harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about the event site, resulting from any act done, or omission by or through the Lessee, its agents, contractors, employees, invitees, or any person on the premises of the event site by reason of Lessee’s use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Lessee or Lessee’s guest, whether intentional or negligent, which occur during use. Lessee agrees to pay all costs and reasonable attorney fees incurred by DHI+ in defending any such claim or action brought against DHI.

Signature of Applicant

Date