



**Portola Event Planning**  
**P.O. Box 808**  
**Atascadero CA, 93423**

**Contact Information:**

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**Dance Floor Agreement with Rental Customer:**

We will provide portable dance floor to your site and will arrange for its setup and take down. Additional charges may apply for labor and transportation related to floor.

**Floor site preparation:**

You must provide a flat and level surface that is protected from any damaging conditions.  
Use of Dance Floor:

You agree that the items will only be used at the address designated and only for the purpose for which the item(s) was manufactured and intended. Subleasing or improper use is prohibited.

**Floor Damage:**

If floor is damaged while in the event owner's possession or control, the damaged floor will be replaced at current cost by the event owner. The Event Owner/Organization is responsible for any loss or damage due to theft, burglary, misuse or abuse, theft by conversion, intentional damage, mysterious disappearance or any loss due to failure to care for the rental item(s).

**Responsibility for use, Hold Harmless and Indemnity agreement:**

The event agrees to hold harmless, indemnify, defend and release for liability Portola Event Planning, its owners (Peggy O'Malley and Tom O'Malley), agents and employees from any and all claims arising out of or related to sub contracting work performed on any project(s), services or facilities associated with Portola Event Planning floor and any other items provided. This agreement will transfer to any and all projects between Portola Event Planning and sub contractor(s), unless otherwise noted. You are responsible for the use of the rented item(s). You assume all risk inherent in the operation or possession of the items and agree to assume the entire responsibility for the defense of and to pay, indemnify and hold Portola Event Planning harmless from, and hereby release Portola Event Planning from any and all claims for damage to property or bodily injury (including death) resulting from the use, operation or possession of the item(s) whether or not it be claimed or found that such damage or injury resulted in whole or in part from Portola Event Planning's negligence, from the defective condition of the item(s) or from any cause. You agree that no warranties, expressed or implied, including fitness for a particular purpose have been made in connection with the item(s) provided.

Please sign and date page one of two: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Start and Finish Times:** Please verify and confirm

Event Location #1: \_\_\_\_\_ Dance Floor Sq. Ft. \_\_\_\_\_  
Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
Event's start and finish times: \_\_\_\_\_  
Dance floor set up time frames: \_\_\_\_\_  
Dance floor takedown time frames: \_\_\_\_\_

Event Location #2: \_\_\_\_\_ Dance Floor Sq. Ft. \_\_\_\_\_  
Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
Event's start and finish times: \_\_\_\_\_  
Dance floor set up time frames: \_\_\_\_\_  
Dance floor takedown time frames: \_\_\_\_\_

Event Location #3: \_\_\_\_\_ Dance Floor Sq. Ft. \_\_\_\_\_  
Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
Event's start and finish times: \_\_\_\_\_  
Dance floor set up time frames: \_\_\_\_\_  
Dance floor takedown time frames: \_\_\_\_\_

Event Location #4: \_\_\_\_\_ Dance Floor Sq. Ft. \_\_\_\_\_  
Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
Event's start and finish times: \_\_\_\_\_  
Dance floor set up time frames: \_\_\_\_\_  
Dance floor takedown time frames: \_\_\_\_\_

Cost of Dance Floor use: \_\_\_\_\_

Cost of any delivery set up, take down or other associated costs: \_\_\_\_\_  
\_\_\_\_\_

Event Owner/Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Collection Costs:**

You agree to pay attorney fees, collection fees, court costs and any other expenses incurred in collecting any charges under this agreement, in retaking the rental item(s) or otherwise in enforcing the terms of this contract.

Authorized signer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Please sign and date page two of two: \_\_\_\_\_ Date: \_\_\_\_\_