

Addition Arena

FINANCIAL



**Tables + Chairs + Stages + Audio +
Barricades and more!**

Equipment Rental Price List/Policies as of September 2018

***This guide is to be used for estimation purposes only.
To get an accurate rental quote, please fill out the
Equipment Rental Form and submit via email.***

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***ALL DELIVERY AND SET-UP/BREAKDOWN RATES
WILL INCLUDE
ADDITIONAL LABOR CHARGES NOT SHOWN
BELOW.***

*Equipment availability is contingent upon the Addition
Financial Arena schedule.*

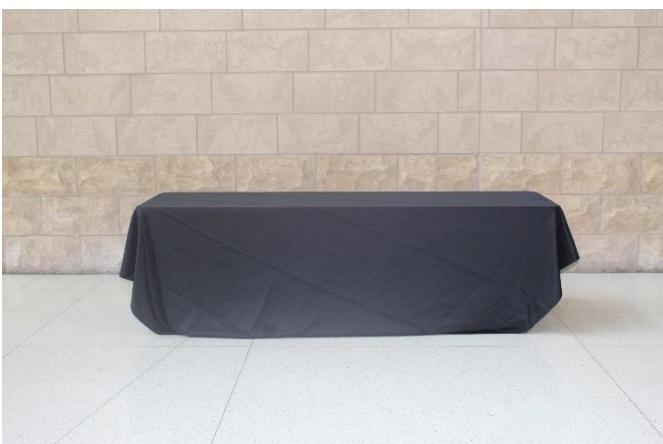
SALES TAX APPLIES



Black Plastic Folding Chair (200 Max)
\$1.50 Per Day



6' x 30" Table (35 Max)
\$8 Per Day



8' x 30" Table (40 Max)
\$10 Per Day

**Add black tablecloth for \$2 apiece*



72" Round Table (40 Max)
\$12 Per Day

**Add black tablecloth for \$2 apiece*



3' x 3' Wooden Table (2 Max)
\$10 Per Day

**Add black tablecloth for \$2 apiece*



Black Pipe and Drape (8ft tall) (350ft Max)
\$1.50/Foot (Per Day)

Bike Rack (8ft section) (100 Max)
\$10 Per Section Per Day



Stanchion (per upright) (125 Max)
\$6 Per Day

Turnstile (10 Max)
\$15 Per Day



Five Channel Cable Guard (40 Max)
\$8 Per Day

Two Channel Cable Guard (20 Max)
\$8 Per Day



Easel (4 Max)
\$5 Per Day



Music Stand (4 Max)
\$8 Per Day



Movie Equipment (30x30 Screen)
Please contact for pricing



American Flag (includes base)
\$10 Per Day



Florida Flag (includes base)
\$10 Per Day



**UCF Flag (includes base) *Requires Approval
\$10 Per Day**



**SICO Stage: up to six
6'x8'x32"/40" panels,
(2) stairs, railing,
skirting, toe rails**

**\$60 Per panel
Contact for full pricing
on accessories**

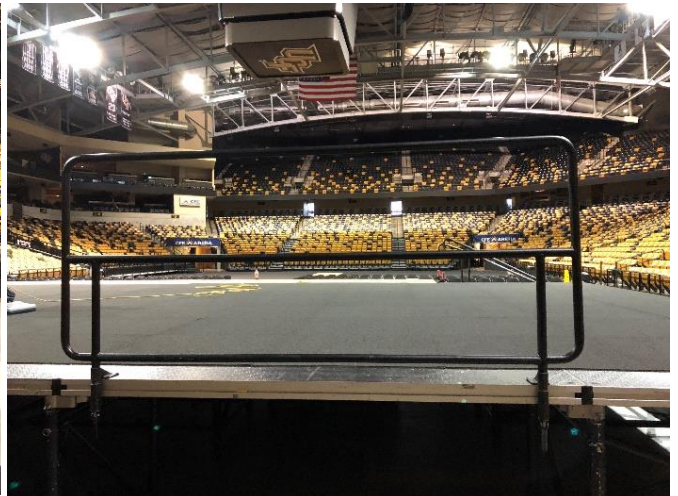
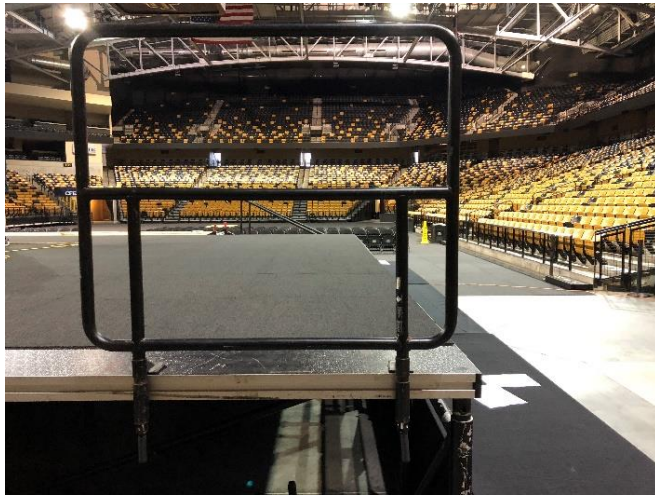


Full Stage: (4'x8'x[2'-6'])
\$60 Per panel (accessories on page 9)





Full Stage Stairs	
\$30 Per Day	\$25 Per Day



Full Stage Rails 4' and 8' Lengths	
\$6 Per Day	\$8 Per Day



Basic Audio: Speakers on a stick, mixer, wired microphone, aux cords, etc.
\$60 per speaker, \$25 per microphone, \$75 per mixer



10'x10' Folding Tent:

**(6) as pictured w/
Arena branding**

(1) Plain black

**\$20 Per Day
*includes weights**



Podium (2 Max)
\$40.00 Per Day



Projector Screen (2 Max)
\$40.00 Per Day

POLICIES

PAYMENT – Rental fees can be paid via **certified** check, money order, cash, credit card, or university purchasing cards only. **We are not able to accept budget transfers.** Payment and signed invoice must be submitted at least 3 days prior to delivery date. Any additional charges incurred due to last minute equipment additions must be paid at delivery of equipment.

TAX – 6.5% sales tax will be applied to all Arena Equipment Rental orders unless they are tax exempt through the University or another eligible organization. Tax exempt ID number **and certificate** must be provided to the Arena by the client. Otherwise, tax is applied to the total rental cost.

MINIMUM EQUIPMENT ORDER – The minimum equipment rental is \$25.00 before tax.

CLIENT RENTAL/DELIVERY CANCELLATION FEES – All client cancellations of equipment rentals and deliveries will be handled accordingly. If cancelled by the client:

1. Outside of 14 days of delivery date, **100% of rental costs will be refunded, minus a \$15.00 processing fee.**
2. Between 14 days and 7 days, **50% of rental costs will be refunded (or client will be charged 50% of rental costs if payment has not yet been received).**
3. Within 7 days of delivery date, **no refund of rental costs will be issued (if payment has not yet been received, 100% of the rental costs will be charged to the client).**

No cancellation is accepted until direct contact has been made with the Equipment Rental Service Manager.

EQUIPMENT SHORTAGE/DAMAGES – All clients are required to check and count items when they are picked up or delivered. Shortages/damage should be reported when equipment is received by client. Upon return or pick-up, the equipment will again be checked and counted by both an Arena representative and a client representative. The client is responsible for any shortages and damages to rental equipment. **Client will be charged the cost of replacement for equipment lost or damaged.** Payment will be due within thirty (30) days of a revised invoice or prior to the next equipment rental, whichever occurs first.

LATE RETURN – All clients are required to return equipment according to the agreed upon schedule. **Clients will be charged the daily rate for each additional day if equipment is not returned by the due date.**

OFF-CAMPUS DELIVERIES – If the Arena delivers equipment off-campus, an **off-campus delivery fee of one dollar (\$1) per mile** will be applied to the rental. If the rental is within one mile of campus, no additional charge will be applied.