

Outdoor Recreation Delivery Contract

Reservations made at the Outdoor Recreation Center (226-9378/4800)

Name (POC): _____ Squadron: _____

Duty Phone: _____ Home Phone: _____

Cell Phone: _____ Box: _____

Email Address: _____

Delivery Location: _____

Delivery

All Reservations must be made during operational hours at the Outdoor Recreation Center and are available for the following times unless otherwise approved. The fee is \$25 regardless of time block reserved and is one round trip fee. Reservations must be made no more than 30 days in advance but must have a minimum of one week prior to the event to be approved by management. Set up is not included with these services. If you have more than one round trip the every trip following will be \$25.

Drop Off Time

Delivery Date: _____

Please check the appropriate time for the reservation:

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 09:00 | <input type="checkbox"/> 13:00 | <input type="checkbox"/> 17:00 |
| <input type="checkbox"/> 10:00 | <input type="checkbox"/> 14:00 | |
| <input type="checkbox"/> 11:00 | <input type="checkbox"/> 15:00 | |
| <input type="checkbox"/> 12:00 | <input type="checkbox"/> 16:00 | |

Pick Up Time

Delivery Pickup Date: _____

Please check the appropriate time for the reservation:

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 09:00 | <input type="checkbox"/> 13:00 | <input type="checkbox"/> 17:00 |
| <input type="checkbox"/> 10:00 | <input type="checkbox"/> 14:00 | |
| <input type="checkbox"/> 11:00 | <input type="checkbox"/> 15:00 | |
| <input type="checkbox"/> 12:00 | <input type="checkbox"/> 16:00 | |

Quantity Of Items for delivery:

- | | | |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Chair | <input type="checkbox"/> Table |
| <input type="checkbox"/> Cooler (Med or Lg) | <input type="checkbox"/> Generator | <input type="checkbox"/> Hammer Bell |
| <input type="checkbox"/> Grill, Charcoal | <input type="checkbox"/> Grill, Gas | <input type="checkbox"/> Ladder Ball |
| <input type="checkbox"/> Corn Hole | <input type="checkbox"/> Tug O War | <input type="checkbox"/> Horse Shoes |
| <input type="checkbox"/> Other: _____ | | |

Total Due: \$ _____

Policies:

- 1. Reservations & Cancellations:** Reservations can be made 30 calendar days in advance at the Outdoor Recreation Center Bldg. 486. **Reservations must be made in person and full payment is required at time of reservation.** A full refund is authorized when cancellations are made 8 or more days prior to the effective date of the item or facility reservation. Cancellations made within 2-7 days will be given a 50% refund. Cancellations made the day prior to the reservation day receive no refund. Exceptions to the 8-day cancellation and refund policy are granted for customers meeting the following conditions: Written proof is required for all exceptions.
- 2. Hours Of Operation:** Outdoor Recreation Spring/Fall (April 1- November 30) is open from 09:00 to 18:00 Monday, Tuesday, Thursday, Friday. Saturday 10:00 to 14:00. Winter Hours (December 1 – March 31) 09:00- 18:00 Monday, Tuesday, Thursday, Friday. Wednesday 12:00- 18:00. Saturday 08:00- 14:00. Management approval must be obtained during working hours.
- 3. Truck Availability:** All times of delivery are based on availability and no times are guaranteed before reservation. The size of the vehicle available depends upon what we have at hand or can be obtained. Most deliveries will be made with a flatbed truck. The bed size of the truck measuring approximately 60 inches wide, 122 inches long and 14 inches tall. One trip of \$25 will be all that can fit within a truck of the size unless the reservation has been otherwise approved. If you have more than one round trip then every trip following will be \$25.

***I HAVE READ EACH ITEM ABOVE AND FULLY UNDERSTAN ALL TERMS, CONDITIONS AND RESPONSIBILITIES OF THIS DELIVERY AGREEMENT AND AGREE TO COMPLY WITH ALL OF THE ABOVE:**

Customer Signature

Date

Manager Signature

Date