

APGMWR- Outdoor Recreation Equipment Rental Reservation Form & Policies

Last updated: 15 February 2018
2184 Swan Creek Drive
Aberdeen Proving Ground, MD 21005
410-278-4124
After hours line: 443-356-1856
www.apgmwr.com

Date(s) of Reservation: _____

Patron Name: _____

Patron Eligibility Status: (Active Duty, Civilian, etc.) _____

Patron Phone: _____

Patron Email: _____

For large orders mark the following: Pick up Time Requested: _____ Return Time Requested: _____

Final: Pick up Time: _____ Return Time: _____

How would you like to pay for this reservation?

Credit Card

You have hereby designated APG MWR ODR to debit your credit card for the below listed items for the above listed contract period.

Name of Card Holder: _____

Credit Card Account Number: _____ EXPIRATION: _____ CVV#: _____

Billing Address: _____

(Street, State, Zip Code)

Patron Signature: _____

Contact Me

Phone: _____

Email: _____

Contact Us

- Please allow 24 hours for us to receive your request. We can be reached at 410-278-4124.

By signing below you agree to the above listed policies.

Patron Signature: _____

Staff Verification: _____

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Reservation Request

Mark of below which items by marking the Qty. of the item in the Qty. box.

Item	Qty.	Item	Qty.
10 x 20 Canopy (White)		Charcoal Grill	
10 x 10 Canopy (White)		Propane Grill	
10 x 10 Canopy (Blue)		Ice Chest 60 qt.	
20 x 20 Canopy (White)		Ice Chest 75 qt.	
20 x 20 Canopy (Blue and White)		Ice Chest 100 qt.	
20 x 30 Canopy (White)		Ice Chest 120 qt.	
20 x 30 Canopy (Blue and White)		Water Cooler, 3 gallon	
Chair(s)		Water Cooler, 5 gallon	
Table(s)		Basketball	
MB 13x13 Open Top Primary Colors		Football	
MB 13x13 Open Top Purple & Orange		Soccer	
MB 13 x 13 Camouflage		Volleyball	
MB 7 x 22 Great Slide		Dodge ball	
MB 13 x 13 Open Top w Slide		Ring Toss	
MB 18 x 15 Military Truck		Tug of War Rope	
MB 14 x 15 Disney Princess		Wooden Egg & Spoon	
MB 15 x 14 Purple, Orange, Yellow		Corn hole Set	
MB 15 x 14 Primary Colors w Balloons		Volleyball Set	
MB 15 x 14 Rainforest Dual Slide		Horseshoe Set	
MB 21 x 13 Primary Colors w/ Slide		Vehicle Luggage Carrier	
Dunking Booth		Bike Set (Helmet and Lock)	
Baseball Set (4 Softball bats, 6 Softballs, 10 Softball gloves R/hand, 2 Softball gloves L/hand , 4 Base's)			

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Reservation Request

Continued

Mark of below which items by marking the Qty. of the item in the Qty. box.

Item	Qty.
Travel Trailer (24 foot)	
Utility Trailer: 5 x 8	
Utility Trailer: 5 x 10 x sides	
Utility Trailer: Enclosed: 5 x 10	
Boat 16 ft. w Motor (comes with 4 life vests)	
Boat 16 ft. w/o Motor (comes with 4 life vests)	
Boat Motor	
Canoe (comes with 2 life vests)	
Kayak Single (comes with 1 life vest)	
Kayak Tandem (comes with 2 life vests)	
Life Vest	
Paddleboard (comes with 1 life vest)	
Kayak Trailer 4 pack (must rent at least 2 Kayaks)	
Kayak Trailer 6 pack (must rent at least 3 Kayaks)	
Canoe Trailer 8 pack (must rent at least 4 Kayaks)	
2 person camping tent	
4 person camping tent	
Sleeping Bag	
Sleeping Bag Liner	
Sleeping Pad	
Camping Cot	
Camping Chair	
Camp Cook Set	
Camping Stove with Stand	
Generator	
Lantern	

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Patron will then sign at the end of all policies.**

- \$5 Administrative Fee will be due at the time of the reservation. This is nonrefundable if the item is cancelled, however it is credited to the rental item. Initials: _____
- Patron will be called a week prior to your reservation to confirm your reservation. Initials: _____
- Reservations must be paid in full on pick up day to include deposits. Initials: _____
- Same day rentals are walk in only. Initials: _____
- No refunds for any items reserved but not taken by patron on day of scheduled pick-up. Weather is not an exception. Initials: _____
- Late returned rentals are 1.5 times the daily rental rate for each day not returned, unless notified ODR in advance. Rentals are to be returned by 2 pm to avoid late fees. Initials: _____
- Reservations can only be made within the fiscal year. Initials: _____
- Rentals are charged for time out not time used. Rentals will be charged at the half price rate if picked up the day prior to their reservation between 12 p.m. to 3 p.m. If picked up prior to 12 then they will be charged the entire daily rate. Rentals may be picked up from 3pm to closing for no additional charge however written exception must be done in advance. Initials: _____
- Rentals picked up and returned on the same day will be at ½ price rate. Initials: _____
- Vehicle used for pick-up and return must be able to accommodate rented items. (We have hitches for sale if needed.) Initials: _____

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- All items must be returned in the condition in which you picked them up. Properly folded or in proper bags with all equipment accounted for. Properly cleaned if applicable. (In the event the item is wet you are to call after hour's line and inform them you will return the item once dry.) Initials: _____
- Patrons will be required to bring someone to assist them during pick-up and return of items. Large items such as canopies and moon bounces will require a minimum of two (2) people. Initials: _____
- Gas or propane or water not provided with equipment rentals. Initials: _____
- ALL TOWABLE ITEMS REQUIRE A 2 INCH BALL TO TRANSPORT. ODR does not provide transportation for rental items. Initials: _____
- Must furnish own tie downs. No refunds if requirements are not met. Initials: _____
- All patrons renting motor boats must show proof of state approved Boater's Safety Course if born after 1 July 1972. Initials: _____
- All towable equipment must be picked up prior to 3:00 P.M. and returned no later than 12:00 P.M Initials: _____
- Deposits for Moon bounces and Canopies are returned within two weeks. Initials: _____
- Deposits for trailered items are returned with a month if taking off the installation, if not within 2 weeks. Initials: _____
- If you place your equipment on the loading dock or in parking lot and not properly check in with staff. You risk forfeiture of your deposit. Initials: _____

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