

**Genie Magic Flush**

**12403 Central Ave Chino Ca 91710**

**SPECIAL EVENT TRAILER QUESTIONNAIRE**

This information is required to generate our rental agreement, please review and answer all questions below; if this document is not fully completed, there will be a delay in processing your rental agreement which could affect trailer availability since Genie Magic Flush operates on a first come, first serve basis. Thank you in advance for your understanding.

**BILLING INFORMATION:**

Please list the following information below. A form to collect payment will be sent separately. This information is for record keeping purposes only.

1. Billing Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Billing Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Email where receipts can be sent to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT:**  A non-refundable reservation fee can be collected (upon request from the Client) if the event start date is outside of 30 days from signing this agreement; full payment will be collected if the event start date is inside 30 days of signing this agreement.

**PRORATING:** For long term clients, Genie Magic Flush does not pro-rate for unused rental dates. It is the Clients duty to inform the office of pick up notice prior to the first date of the next billing cycle.

**DELIVERY/PICK UP:** For long term clients, unless otherwise requested, delivery is determined based on our schedule. We do our best to accommodate same day requests and specific requests for delivery. Additional fees may apply for same day delivery and pick up. For weekend events, we deliver 1-2 days prior to the event start.

Date and pick up 1-2 days following the event end date, unless otherwise specified. We do not guarantee times for delivery as traffic, road closers etc. are out of your control.

**EVENT INFORMATION:**

1. Equipment agreed upon + Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*Please include if trailer is required for use on set up/breakdown days:

3. Whose name shall the rental agreement be under?

4. What is the address of event location?\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please list start and end time of your event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Is an attendant being requested for the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Is there a gate to access the location? \_\_\_\_\_\_If so, what is the code \_\_\_\_\_\_\_

8. Is there access to water at the event location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Is there access to power at the event location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Please note that power is required for use of the A/C feature of the trailer.

 We cannot guarantee that utilizing the power source at the event location will be sufficient

 enough to power our trailers.

10. Are you in need of our generator for power to the Trailer?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Set up: Would you like for us to complete a site review?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (We reserve the right to place the trailer in the most appropriate location deemed safe for the

 Equipment and guest use; a site review prior to the event date can be completed at a $75.00

 Charge to the client to determine appropriate placement made on behalf of GMF staff. The

 Site review will be scheduled based on our routes; If a specific date and time is requested,

 Additional fees may apply.)

12. Who is the point of contact that will be in charge the day of the event that we can contact

 For drop off /pick up?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Their Number?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Do they have authorization to make decisions that could result in additional payment to the card

 That we have on file.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Who will be onsite when the trailer is delivered?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Please list an additional point of contact and their contact

 number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. What is the maximum number of guest and staff expected at the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please note that typically, trailers are contracted for the party and the guest in attendance; staff are

 Generally not accounted for in the guest count for restroom use( I.E. catering, DJ, performers etc) If

 If additional portable sanitation is desired to accommodate the staff separate from the trailer the client

 Is renting, please let us know and we’d be happy to review addional options and work with you on

 Pricing.

16. Where would you like the trailer to be placed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please note that the

 Trailer must be placed on level, flat ground with in 50’ of water and power sources.

17. Please provide any special instructions regarding the venue (I.E. lack of cell phone service, actual

 Location differs from goggle maps, special indicators for location the venue.

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_