

TPCC

Instructions for completing your rental paperwork

Agreement Checklist

- Fill out the required fields on Page 1
- Fill out the required fields on Page 2
 - Read and understand the insurance requirements
- Sign and Date the fields on Page 3 (the fields with the arrows)
- Fill out the required fields on Page 4
- Separate Check for Security Deposit
- Read the Rules outlined on Page 5 and 6
- Initial and Date the fields on Page 6
- Read and complete the Waiver of Liability on Page 7
 - Fields with Purple Arrows requires the date of your event
 - Fields with Green Arrow require the date you sign
 - Fields with Red Arrow requires your signature and printed name