

# Rental agreement

Renter: \_\_\_\_\_

Renter's representative: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental date: \_\_\_\_\_ Return date: \_\_\_\_\_

1. First Evangelical Lutheran Church of Palo Alto agrees to rent its Bond continuo organ to Renter for the dates shown above. Renter will transport the organ at their own expense using the protective covers provided by First Lutheran and will be responsible for the care and safety of the organ from the time the organ is removed from the premises until it is returned to First Lutheran.
2. The certificate of insurance referred to in paragraph 6 below will cover transit of the organ from and back to First Lutheran.
3. Renter will exercise reasonable care when transporting the organ, always using the protective covers, keeping it out of the rain, etc. The organ must always be transported in a fully enclosed vehicle, never a pickup truck.
4. Renter will only allow experienced organists and organ technicians to play the organ while it is in their care.
5. Renter will pay a rental fee of **\$200** in advance.
6. Renter will provide a deposit of **\$300** to cover tuning after the organ is returned. First Lutheran staff will determine whether the organ needs re-tuning; if so, the tuning fee may vary depending on how out of tune the organ is and whether it was re-tuned by the Renter. The remainder of the deposit, after tuning costs are deducted, will be returned, normally within 60 days.
7. Renter will provide First Lutheran with a documented insurance certificate naming First Lutheran Church of Palo Alto as an additional insured, sufficient for replacement cost of the organ (at least **\$50,000**) in the event the organ is damaged during the rental period.
8. The rental fee, deposit, and certificate of insurance must be delivered to First Lutheran before the rental date.

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For FLC use only:**

Return condition:  tune  no tune  damaged BY: \_\_\_\_\_ tuning cost: \_\_\_\_\_