



**Contractor / General Tool**

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[www.gen-rent.com](http://www.gen-rent.com)

**Event / Party**

Wintersville, OH 43953

**740-765-4575**

We at General Rental, Inc. are extremely pleased to have been accepted by you as your Event Rental supplier.

In this Event Folder, we have provided you with helpful information as well as our policies regarding your rental. Please take a moment to review its contents.

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Meanwhile, if you require further information, please feel free to call your Event representative at (740) 765-4575.

Again, thank you for this opportunity to serve you. We at General Rental, Inc. assure you that we will commit ourselves to your complete satisfaction, and we look forward to a long and mutually productive relationship.



# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## Guidelines for Developing an Emergency Evacuation Plan for Tented Event

The rented tent will be erected to exacting standards to provide temporary accommodations for your event. Tents can provide protection from moderate weather, but are not designed for use as a shelter in severe weather because such conditions could exceed their ability to protect occupants. In addition, tents may need to be evacuated for other types of emergency situations.

It is your responsibility to ensure your guests' safety. General Rental, Inc. recommends that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event. Following are suggested guidelines for developing an emergency evacuation plan.

### PRIOR TO THE EVENT

#### Point Person(s)

Designate someone who will be in charge of the emergency evacuation plan and on site for the entire event. The point person(s) will assist in developing the plan and be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation, and if so, acting decisively and authoritatively to instruct guests to evacuate. The point person(s) can be an individual or a small group. For example:

- ◆ For a wedding: A family member, member of the wedding party, etc.
- ◆ For a corporate event: An event planner, company representative, etc.
- ◆ For a public event: A show manager, representative of the venue, the fire chief, etc.

These Guidelines for Developing an Emergency Evacuation Plan for a Tented Event (these "Guidelines") developed by the American Rental Association and ARA Insurance Services, Inc., a wholly owned subsidiary of the American Rental Association (collectively, the "ARA"), are intended to provide general guidance to assist you with emergency evacuation planning when using tents and related rental equipment. The ARA does not purport to include in these Guidelines all possible scenarios which may require evacuation or all possible safety measures and procedures that could be used in each evacuation scenario. You should use your own independent judgement and discretion in successfully implementing these Guidelines to best fit the unique needs of your event and your particular use of the tent and other rental equipment.

The ARA expressly disclaims any warranties or guarantees, express or implied, and the ARA shall not be liable for damages of any kind in connection with the material, information, or procedures set forth in these Guidelines or for reliance on the contents of these Guidelines. In issuing these Guidelines, the ARA is not rendering legal or other professional services. These Guidelines are not substitutes for applicable laws, standards and regulations and do not alter or limit your obligation to fully comply with federal, state and local law and prudent safety measures relating to the use of tents and other rental equipment. These Guidelines are not intended to create new legal liabilities or expand existing rights or obligations.

# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## Emergency Conditions

Work with the point person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure. Following are some examples of situations in which it is unsafe to remain in a tent:

Hazardous Situation	Why Evacuate
Damaging winds	The tent could collapse and injure occupants; the tent cannot protect occupants from flying debris.
Fire or explosion	The tent cannot protect occupants from excessive heat, flames or flying debris.
Lightning	Lightning poses a risk of electrocution, electric shock or fire.
Hail or sleet	Excessive weight could cause the tent to collapse and injure occupants.
Excessive rainfall	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Flash flooding	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Snow accumulation	Excessive weight could cause the tent to collapse and injure occupants.
Ice storm	Excessive weight could cause the tent to collapse and injure occupants.
Gas leak	Atmospheric conditions may not be suitable for occupants.
Earth movement (e.g., tremor, landslide)	Ground conditions may not be suitable for occupants and may compromise tent's securement.

## Evacuation Location

Work with your point person(s) to predetermine where guests will go and how they will get there if the tent must be evacuated:

- ◆ Identify a nearby permanent building large enough to accommodate your guests, make sure it will be open and accessible during your event, and make note of its address in case you have to call for emergency assistance. If there is no building nearby, consider using vehicles, an open area away from the tent or locations recommended by the National Weather Service or Emergency Alert System. Of utmost importance is that the tent should never be used as a shelter in an emergency situation.
- ◆ Determine how guests will get to the evacuation location (e.g., the route to take, travel by foot or car, etc.). Consider preparing a sketch of the event site.

## Communication

Plan how you will communicate with your guests in an emergency. Depending on the size of the event, consider backup methods of communication for situations in which there is no electrical power, cell phone signals are interrupted, etc.

# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## PRIOR TO AND DURING THE EVENT

### Weather Monitoring

Beginning at least two (2) hours before the start of the event, the point person(s) should begin monitoring a source of weather information such as the National Weather Service. If any of the weather emergency conditions listed previously are predicted, you may need to postpone or cancel the event.

### Tent Structure

After the tent has been installed, monitor the tent structure for various changes. These would include stakes or augers pulling out of the ground; tent weights moving; loose poles, ropes or straps, etc. If you notice any of these occurring, contact General Rental, Inc. immediately.

## DURING THE EVENT

### Announcement

Based on weather forecasts and other circumstances, you may wish to make an announcement to participants regarding the identification of the point person(s), location of exits and the emergency evacuation location.

### Evacuation

Continue to monitor the weather and be alert for other emergency situations during the event. Implement your evacuation plan for any of the following conditions:

- ◆ A severe weather alert is posted by the National Weather Service.
- ◆ Dark clouds are approaching.
- ◆ Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- ◆ Hail or sleet falls.
- ◆ Twigs break from trees or large trees sway.
- ◆ Any of the tent anchoring devices fail or the tent begins to move (e.g., tent pole wobble, ropes snap, tent top rips or tears, etc.).
- ◆ Rain falls so hard it runs off the tent walls in sheets.
- ◆ Water is running through the tent or surrounding area.
- ◆ Snow or ice is accumulating.
- ◆ An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- ◆ There is ground movement of any kind.
- ◆ Other conditions exist as previously determined in developing your emergency plan.

### Call for Help

After instructing guests to evacuate, you may need to call for police, fire or medical help as the situation warrants.

## AFTER AN EVACUATION

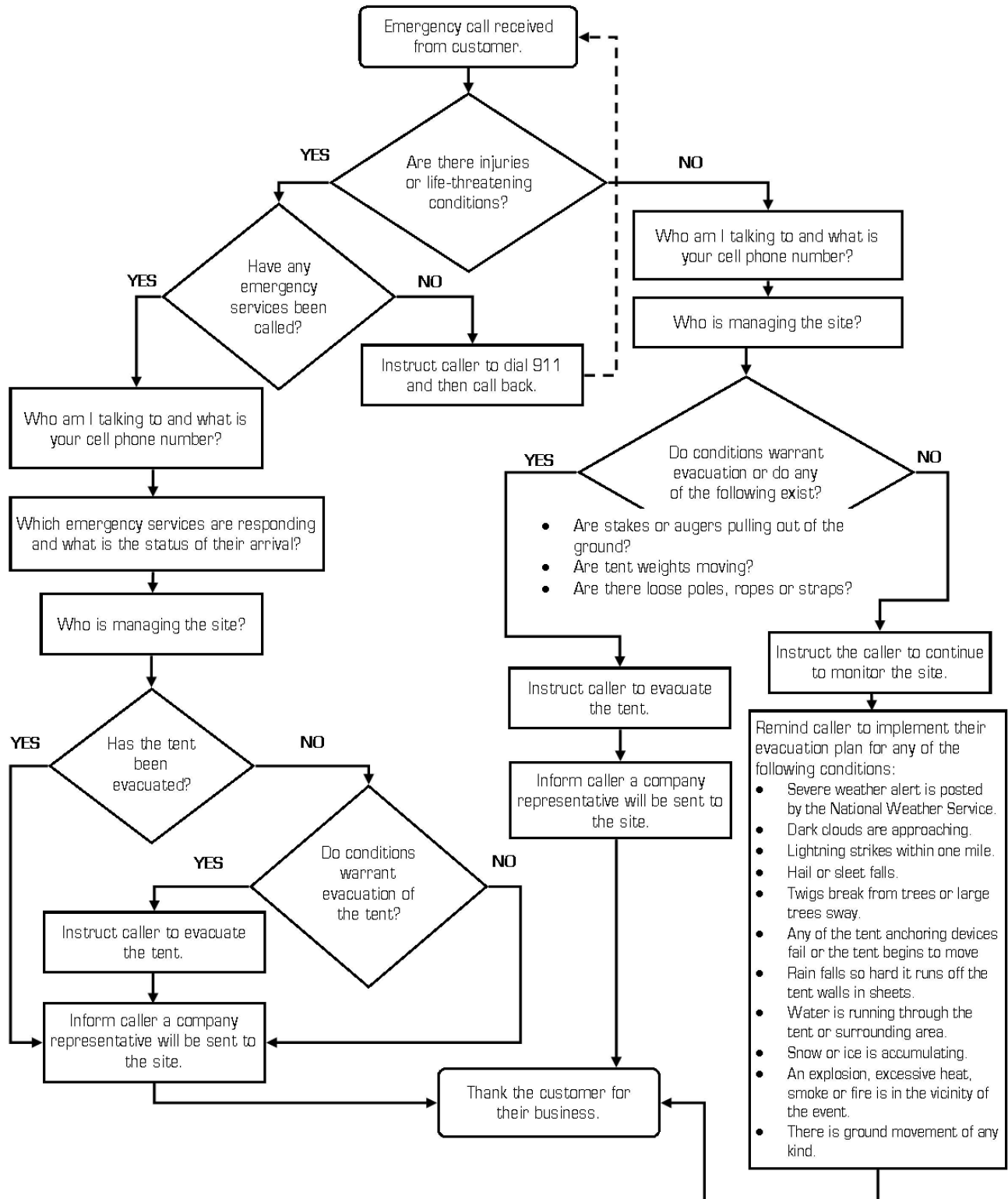
Even if the tent appears intact, it may not be safe to return. If stakes or augers have pulled out of the ground, tent weights have moved, or there are loose poles, ropes or straps, contact General Rental, Inc. so that the tent may be re-secured before resuming the event.

# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## Communicating with the Customer

Tent Evacuation flowchart



# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## Checklist for Developing an Emergency Evacuation Plan for Tented Event

This checklist can help in developing your emergency evacuation plan.

### PRIOR TO THE EVENT

#### Designated Point Person(s)

Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Emergency Conditions to be aware of (check what may apply to your region/seasonality):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Lightning      | <input type="checkbox"/> Heavy rainfall    | <input type="checkbox"/> Ice storm         |
| <input type="checkbox"/> Hail or sleet  | <input type="checkbox"/> Flash flooding    | <input type="checkbox"/> Fire or explosion |
| <input type="checkbox"/> Damaging winds | <input type="checkbox"/> Snow accumulation | <input type="checkbox"/> Gas leak          |
| <input type="checkbox"/> Earth movement | <input type="checkbox"/> _____             | <input type="checkbox"/> _____             |

#### Emergency Evacuation Location

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location/address: \_\_\_\_\_

Route to evacuation location: \_\_\_\_\_

Confirmed the shelter will be open and available:  Yes  No

#### Backup Method of Communication

PA  Cell Phone  Walkie-talkie  Bullhorn  Other \_\_\_\_\_

# EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

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## DURING THE EVENT

### Announcement

An initial announcement of location of the emergency evacuation location will be made.

Yes                       No

If yes, by whom: \_\_\_\_\_

### Weather Monitoring

Weather alert radio     Radio     TV     Cell phone application

### Evacuation Cues

During the event. Implement your evacuation plan for any of the following conditions:

- A severe weather alert is posted by the National Weather Service.
- Dark clouds are approaching.
- Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- Hail or sleet falls.
- Twigs break from trees or large trees sway.
- Any of the tent anchoring devices fail or the tent begins to move (e.g., tent pole wobble, ropes snap, tent top rips or tears, etc.).
- Rain falls so hard it runs off the tent walls in sheets.
- Water is running through the tent or surrounding area.
- Snow or ice is accumulating.
- An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- There is ground movement of any kind.
- Other conditions exist as previously determined in developing your emergency plan.

### Emergency Phone Numbers

Pre-program these numbers into your cell phone:

Fire Dept. 911 or \_\_\_\_\_

Police Dept. 911 or \_\_\_\_\_

General Rental, Inc. 740-282-9588 \_\_\_\_\_

Venue \_\_\_\_\_

Event/Wedding Planner \_\_\_\_\_

Rental customer \_\_\_\_\_



## PARTY / EVENT RENTAL POLICY

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Please use the following checklist in order to have a satisfactory rental transaction:

#### BEFORE THE EVENT - PRIOR TO SET UP / DELIVERY

- UTILITY LINES.** (Electrical, Gas, Telephone, Septic, Sprinklers, and Pool lines) Please note that the customer is responsible to have ALL UNDERGROUND UTILITY LINES MARKED PRIOR TO SET UP. For assistance in locating underground utility lines, call 800-362-2764 or dial 811. You can also visit [www.oups.org](http://www.oups.org).
- OVERHEAD OBSTRUCTIONS.** (Electrical, Telephone, Trees and/or branches, etc.) Please note that it is the customers responsibility to resolve any overhead obstructions as noted.
- STAKING.** General Rental, Inc. is NOT liable for any damage that may occur during staking.
- TABLE & CHAIR SETUP.** If customer requires tables and chairs to be set up, arrangement must be made prior to delivery. Set up is subject to time availability. Price is quoted per event.
- LINENS.** Please refer to our Linen Rental Policy for recommendations concerning linens.

#### BEFORE THE EVENT - IMMEDIATELY AFTER SET UP / DELIVERY

- COUNT & INSPECT.** Upon receipt, inspect and count all delivery items. Notify General Rental, Inc. of any shortages or concerns immediately, so that we may have time to correct any deficiency.

#### AFTER THE EVENT - BEFORE TEAR DOWN / PICK UP

To avoid additional charges for labor, please observe the following requirements. Failure to comply with these instructions may result in an additional charge for labor of \$60.00/hour.

- TABLE & CHAIR TEAR DOWN.** All tables and chairs must be stacked and placed back under the tent as they were upon delivery.
- ACCESSIBILITY.** All other equipment (roasters, warming trays, coffee makers, fountains, etc.) must be accessible for General Rental, Inc to collect in the event that customer is not available upon pickup.

## CHINA RENTAL POLICY

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Please use the following checklist in order to have a satisfactory rental transaction:

### BEFORE THE EVENT - IMMEDIATELY AFTER SET UP/DELIVERY

- COUNT & INSPECT. Upon receipt, inspect and count all china and tableware. Notify General Rental, Inc. of any shortages or concerns immediately, so that we may have time to correct any deficiency.
- UNUSED CHINA/TABLEWARE. Please note that we are unable to refund you for any unused items.

To avoid additional charges for cleaning or replacement, please observe the following recommendations:

### AFTER THE EVENT - BEFORE TEAR DOWN/PICK UP

- RINSED & DEBRIS FREE. China and tableware must be rinsed and free from caked on debris. Failure to rinse the listed items may result in an additional charge for labor of \$60.00/hour.
- RETURNED TO RACKS. The racks the china is delivered in are labeled. To facilitate the pick up process, please return items to the proper racks.
- SHORTAGE/BREAKAGE. Any broken or missing china or tableware will result in a replacement charge.
- ACCESSIBILITY. All china and tableware must be accessible for General Rental, Inc. to collect in the event that customer is not available upon pickup.

## LINEN RENTAL POLICY

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Please use the following checklist in order to have a satisfactory rental transaction:

### BEFORE THE EVENT - IMMEDIATELY AFTER SET UP/DELIVERY

- COUNT & INSPECT.** Upon receipt, inspect and count all linens. Notify General Rental, Inc. of any shortages or concerns immediately, so that we may have time to correct any deficiency.
- UNUSED LINENS.** Please note that we are unable to refund you for any unused linens.

To avoid additional charges for cleaning or replacement, please observe the following recommendations:

### AFTER THE EVENT - BEFORE TEAR DOWN/PICK UP

- DRY & DEBRIS FREE.** Table linens must be dry and free from debris such as food, favors, programs and/or confetti. Failure to remove the listed items may result in an additional charge for labor of \$60.00/hour.
- WAX.** Linens returned with wax spillage will incur extra charges for cleaning or replacement. To avoid these charges, please follow these recommendations:
  - For safety reasons, please take precautions when using candles.
  - All candles (including drip-less) have a tendency to drip. Therefore, please observe caution when using, extinguishing and removing candles.
  - Hot wax can permanently damage linens, so be careful to avoid wax spillage.
  - It is recommended to use a decorative mirror under candles to minimize any spillage.
- MILDEW.** Due to the fact that mildew stains cannot be removed entirely, any linen returned with mildew will incur a replacement charge. To avoid these charges, please follow these recommendations:
  - Wet linens will mildew if placed in plastic bags, please hang any wet linen to dry and avoid mildew.
  - Napkins and table linens must be returned in the nylon linen bag(s) supplied.
  - Please place dry linens only in the bag(s) supplied.
- ABUSE.** Any linen showing signs of abuse will incur extra charges for cleaning or replacement. To avoid these charges, please avoid the following circumstances:
  - Burns, tears, drawing on, wiping up floor spills, walking/stepping on, soiling to such a point as linen will not come clean. The previous list is a sample of circumstances that may incur additional charges, other circumstances may also render the linen unclean-able.
  - Charges for abuse will be at General Rental Inc.'s discretion.
- SHORTAGE.** Any linen that is lost or stolen will result in a replacement charge.

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