

# Trent University Foodservice

## GREEN PLATES RENTAL AGREEMENT

### Please fill in the below TCSA information

Student Name:

Student Number:

### Catertrax Information Required

Event Contact Name:

Contact Phone:

Event Name:

Contact Email:

Rental Pick Up Date:

Rental Pick Up Time:

Guest Count:

### RENTAL TERMS AND CONDITIONS

**\*\* Please submit forms to the TCSA Office 1 Week Prior to the Event\*\***

### RENTAL TERMS AND CONDITIONS

1. All Green Plate Rentals must be entered into Catertrax by the TCSA prior to the event to confirm availability. <https://trent-cgc.catertrax.com>
2. The RENTER shall keep and maintain the rented dishes during the terms of the rental agreement at his/her own cost and expense. He/she shall keep all the dishes in a good condition, normal wear and tear expected.
3. The RENTER shall pay the TCSA full compensation for all replacement items that are damaged or lost. .
4. For 1 to 3 sets of dishes (24 to 72 place settings) a payment of \$15, plus HST, is required. For 4 to 6 sets (96 to 144 place settings) a payment of \$25, plus HST, is required.
5. Rentals are to be **picked up and delivered back to the Lady Eaton Kitchen** no later than 24 hours after the event. Late charges shall apply after due date.

Item	Par Level	Replacement Cost	Check Out	Check in
Dinner Plates	24 each	\$10 each		
Side Plates	24 each	\$5 each		
Soup Bowls	24 each	\$5 each		
Tumblers	24 each	\$5 each		
Dinner Knives	24 each	\$1 each		
Dinner Forks	24 each	\$1 each		
Soup Spoons	24 each	\$1 each		
Totes	1 each	\$10 each		
Water Pitcher	2 each	\$10 each		
Cart	1 each	\$300 each		

\_\_\_\_\_  
RENTER Signature

\_\_\_\_\_  
Date