



Event Contract

2721 SW 10th Street
 Ocala, Florida 34474
 Ph: (352) 629-8858
 www.partytimerentals.us

Event Contact:		Event Address:	Job # 250969
City of Ocala: Cultural Arts 201 SE 3rd St. 2nd Floor Ocala, Florida 34471 Contact: Mariana Prieto Phone: (352) 629-8488 Cell: (352) 299-1296 Email: mprieto@ocalafl.gov		Citizen Circle 151 SE Osceola Ave Ocala, Florida 34471 Room: Contact: Mariana Prieto Phone: (352) 629-8488 Cell: (352) 299-1296 Email: mprieto@ocalafl.gov	Order Status: Tentative Order Date: 11/26/2025 9:38 AM Sales Person: John Smithies Email: john@partytimerentals.us PO # Payment Terms: Cash Ordered By: Mariana
Event Begin	Delivery Arrival	Set	
5/12/2026 8:00 AM	5/11/2026, 9:00 AM - 12:00 PM	, -	
Event End	Pick Up Arrival	Job Modified:	
5/16/2026 5:00 PM	5/18/2026, 9:00 AM - 5:00 PM	3/4/2026 11:38 AM	
JOB DESCRIPTION: City of Ocala: Cultural Arts- Sand and Sun Festival at Citizen's Circle (1 week rental)			

Quantity	Description	Duration	Price	Subtotal
**Sand Art Tent				
1	TENT, 20X50 WHITE FRAME FUTURE TRAC LT_*	1 Weeks	\$1,132.86	\$1,132.86
7	SIDEWALL, SOLID 8'X20'* <i>**A water source must be within 75' of the tent location in order to fill the water barrels.</i>	1 Weeks	\$29.42	\$205.94
12	TENT-WATER BARREL 55 GALLON_* <i>**A water source must be within 75' of the tent location.</i>	1 Days	\$11.77	\$141.24
4	LIGHT-TRACK LIGHT	2 Days	\$52.96	\$423.68
1	FIRE EXTINGUISHER_ <i>**Required by the fire marshal</i>	1 Days	\$58.85	\$58.85
1	NO SMOKING SIGN	1 Days	\$0.00	\$0.00
**Stage Band Shell Tent				
**Install this tent on May 15th for the main event on May 16th. All items to be picked up on Monday				
1	BAND SHELL TENT - 40'x30' <i>The tent will be installed on the City Hall stage. 40' wide by 30' deep</i>	1 Days	\$852.00	\$852.00
2	TENT-WATER BARREL 55 GALLON_*	1 Days	\$11.77	\$23.54
1	FIRE EXTINGUISHER_	1 Days	\$58.85	\$58.85
1	NO SMOKING SIGN	1 Days	\$0.00	\$0.00
1	EXIT SIGN	1 Days	\$0.00	\$0.00
1	RAISE TENT HEIGHT <i>The tent will be raised several feet to allow for performers to walk up the stairs.</i>	1 Days	\$168.00	\$168.00
1	40X30 TENT INSTALLATION <i>**Additional labor/manpower will be needed due to the complexity to erect the tent over the city stage.</i>	1 Days	\$546.00	\$546.00

Quantity	Description	Duration	Price	Subtotal
**Stage Band Shell Tent Continued				
1	40X30 TENT STRIKE <i>**Additional labor/manpower will be needed due to the complexity to strike the tent over the city stage.</i>	1 Days	\$288.00	\$288.00

Delivery

Quantity	Description	Price	Subtotal
1	Del/Pu for Ocala <i>Marion County</i>	\$150.00	\$150.00
1	Del/Pu for Ocala <i>**One way delivery for the band shell tent over the stage</i>	\$75.00	\$75.00

Totals

Job Notes:

****The client needs to pull a tent permit with the City of Ocala. Party Time Rentals will supply the flame retardant certificate to the client in order to pull the tent permit.**

Rental Total	\$3,898.96
Damage Waiver	\$196.26
Delivery	\$225.00
Subtotal	\$4,320.22
Total	\$4,320.22
Payments Applied	\$0.00
Balance Due	\$4,320.22

PAYMENT BREAKDOWN

DISCLAIMER: By signing below you acknowledge you have read the disclaimer

- **If you don't receive** the correct number of items or if the equipment does not function properly notify us immediately of the occurrence or no refund or allowance will be made. We will attempt to rectify the situation if it's within store hours. If we are closed please leave a detailed message.
- **Equipment** and items will be reserved only upon receipt of a signed rental contract and a **50% NON-REFUNDABLE** deposit (cash, check or credit card). Full payment must be received two weeks prior to your event. Equipment canceled less than 14 days from the event will be charged the full rental price.
- **Linens** must be returned DRY and free of food. Please **DO NOT** put linens in any bag if they are wet or damp. The **WILL** mold and you will be responsible for any damage.
- **Food Items:** All food-related items **MUST** be rinsed free of food. **A cleaning fee of 50%** of the rental rate will be charged for all items returned unrinsed.
- **Failure** to return rental property or equipment upon expiration of the rental period and failure to pay all amounts due (including costs for damage to the property or equipment) are evidence of abandonment or refusal to redeliver the property, punishable in accordance with section 812.155, Florida Statutes. Any rental inventory not returned on the scheduled day will **AUTOMATICALLY** be charged another day's rental.
- **Delivery charges** are based on the ground-level drop-off in the carport/driveway area accessible (by hand truck) in front of your location. At the end of your rental, all items **MUST** be neatly stacked in the same condition as delivered and returned to the same location for pick up to avoid additional charges. Premier services such as extensive distance or non-ground floor deliveries must be contracted **before** the time of delivery. **NOTE:** "Items dropped off outside (i.e., not under cover) are the customer's responsibility. If there is inclement weather and the items are not moved under cover, the customer may be liable for any damage that occurs."
- **Damage Waiver** is not insurance. The non-refundable Damage Waiver fee covers accidental damages to a reasonable extent and **DOES NOT** cover missing items, theft or neglect. So, if Aunt Martha accidentally knocks over her glass and it breaks, no need to worry, but if Uncle Joe forgets to turn off the sprinklers you may be held liable.
- **Will-Call and Returns:** We will be happy to assist you with will-calls and returns on Monday thru Friday, from 9:00 AM - 4:00 PM.
- **Weather Policy:** Party Time Rentals does **not** offer refunds in the event of "acts of God". We will allow our customers to reschedule their event (based on the availability of the rental items) within the next 12 months. If your concerned about an "act of God" effecting your event, we strongly urge you to look into purchasing weather/event insurance.

Account customers: By signing below, I, the purchaser, agree to pay the amount indicated to Party Time Rentals in exchange for the products listed on this invoice. By signing this agreement, I agree to make all payments on time. I understand that each payment is due within account terms.

Cash Customers: Final payment is due 2 weeks prior to 5/11/2026 9:00 AM

****All credit card/debit card transactions will incur a 3% convenience fee****

Signed by:

Peter Lee

5BB28E102F2E4C2...

Pete Lee
City Manager

Reviewed for form and
Legality:

Signed by:

William E. Sexton, Esq.

4A55A66A8ED04F3...

William E. Sexton, Esq
City Attorney

CITY CONTRACT PROVISIONS

PUBLIC RECORDS. Contractor shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: clerk@ocalafl.gov; City Hall, 110 SE Watula Avenue, Ocala, FL 34471.

NO WAIVER OF SOVEREIGN IMMUNITY. Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.

TERMINATION FOR NON-FUNDING. In the event that budgeted funds to finance this Agreement are reduced, terminated, or otherwise become unavailable, City may terminate this Agreement upon written notice to Contractor without penalty or expense to City. City shall be the final authority as to the availability of budgeted funds.

CITY CONTRACT PROVISIONS

TERMINATION FOR CONVENIENCE. City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The City Project Manager shall provide written notice of the termination. Upon receipt of the notice, Contractor shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Contractor shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Contractor as permitted under this Agreement and approved by City.

Certificate Of Completion

Envelope Id: 8BBEEFB2-E571-47E6-8E88-C994356D2DD1

Status: Completed

Subject: SIGNATURE - Agreement for Tent Rental Services - Party Time Rentals - (GRM/260545)

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Amber Bartleson

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Ocala, FL 34471

abartleson@ocalafl.gov

IP Address: 216.255.240.104

Record Tracking

Status: Original

Holder: Amber Bartleson

Location: DocuSign

3/9/2026 4:53:22 PM

abartleson@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

Signer Events

Signature

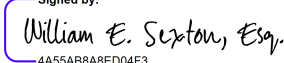
Timestamp

William E. Sexton, Esq.

wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication (None)

Signed by:

4A55AB8A8ED04F3...

Sent: 3/9/2026 4:54:11 PM

Viewed: 3/9/2026 5:10:00 PM

Signed: 3/9/2026 5:10:38 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Peter Lee

plee@ocalafl.org

City Manager

City of Ocala

Security Level: Email, Account Authentication (None)

DocuSigned by:


5BB28E162F2E4C2...

Sent: 3/9/2026 5:10:39 PM

Viewed: 3/11/2026 2:23:03 PM

Signed: 3/11/2026 2:23:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/9/2026 4:54:11 PM
Certified Delivered	Security Checked	3/11/2026 2:23:03 PM
Signing Complete	Security Checked	3/11/2026 2:23:14 PM
Completed	Security Checked	3/11/2026 2:23:14 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.