



Atlantic Potties • 553 Central Drive • Virginia Beach, VA 23454
 757-460-6100 • Fax 757-460-5555 • www.atlanticheatcool.com
 A Division of Atlantic Heating & Cooling Service, Inc.



Special Event Order Form

Event/Contact Information

Event Date _____ What kind of event _____

Billing contact person _____

Account name _____

Billing address _____

Phone Number _____ Fax Number _____

Email address _____

Are you tax exempt? Yes No *If yes, you must provide a copy of your tax exempt certificate from your accounting department to have tax removed from your invoice.*

Payment Information

Credit card number _____

Expiration date _____ CVV number _____



Products Needed

_____ Standard _____ Standard w/sink _____ XL Comfort _____ ADA Accessible _____ ADA/Wheelchair

_____ Sinks _____ Hand sanitizer stand _____ 250 Gal. Holding Tank _____ 500 Gal. Holding Tank

_____ Restroom Trailer

Location/Delivery Information (must be filled out to complete your order)

Delivery address _____

On-site contact _____ Phone number _____

Directions to site _____

Placement instructions _____

(Please complete the order form, sign the terms and conditions, and fax both to 757-460-5555 or email info@atlanticheatcool.com)



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Special Event Terms and Conditions

1. Provide us with clear directions to the site.
2. Provide us with a map, sketch, or some picture (quick sketches are welcome and are worth "a thousand words") of how your units should be placed (Even if you are planning on meeting driver - in an emergency we need something to place units correctly).
3. Get your payment in well in advance. Late payments incur a processing fee.
4. All deliveries are made the Friday before your event and pickups are made the Monday or Tuesday after unless otherwise stated on the order form (state at the bottom of the order form if you need delivery and pickup to be different) and approved by the Special Event Coordinator. If your event is during the week your delivery will be the day before and pick up the day after.
5. **FOR EMERGENCIES:** If you need to order emergency services during your event or if you have a problem with your toilet, please call our after-hours special event **emergency # 757-460-6100**. Also if it is after hours or on the weekend and you are missing your toilet you must also call the on-call number above. Failure to call the on-call number if you have a problem with your toilet will result in no refund given. You must call the on-call number.

1. Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) will provide Customer with portable sanitation facilities delivered to the site address. Customer agrees to give final placement instructions a minimum of 72 hours prior to event.

2. Customer agrees that once this quote is signed, inventory will be set aside, and Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) will be damaged by any cancellation or change in the number of units and level of service requested by Customer herein, unless such cancellation or change made in writing to Atlantic Potties not less than 5 days before the event. Customer agrees to pay Atlantic Potties 50% (100% for restroom trailers and VIPs), of overall quote if canceled or 50% of any reduction in quantities less than 5 days before the event, this sum being fixed as an attempted reasonable estimate of probable loss, and not as a penalty. Customer to provide as much notice as possible for all changes. All cancellations are subject to \$50-\$100 processing fee depending on event size.

3. Customer agrees that any balance due to Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) that is not paid within thirty (30) days of the date, will be charged to the credit card on file. If card is declined for any reason and not paid within 5 days of the invoice and/or event the invoice will be subject to interest at the rate of 1.5% per month, plus all costs of collection, including reasonable attorney's fees. If Customer consists of more than one person or entity, each person or entity comprising Customer agrees to be individually, jointly and severally

responsible for all performance and payment by Customer.

4. Customer agrees to insure the portable sanitation facilities against any and all risk of loss, theft or damage beyond reasonable wear and tear in the amount of their full replacement value. Replacement costs are as follows: Standard (\$700) XL/Wheelchair Accessible (\$2000) Restroom Trailers (\$60,000). Customer also agrees to insure Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) against claims for personal injury or property damage arising out of Customer's use of the portable sanitation facilities. Customer agrees to name Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) as an additional insured on said policies, and Customer agrees to indemnify Atlantic Heating & Cooling Service, Inc. (Atlantic Potties) and hold it harmless, against any and all claims, actions, judgments, costs and attorneys fees arising out of Customer's use of the portable sanitation facilities, except those that are solely the fault or negligence of Atlantic Heating & Cooling Service, Inc. (Atlantic Potties).

5. This is the entire agreement between the parties, and it may be modified only by their written agreement. The laws of the Commonwealth of Virginia shall apply to the interpretation and enforcement of this agreement, and any action or dispute hereunder shall be brought only in the courts of Virginia.

6. Unless otherwise agreed in writing, the maximum rental is 4 days.

Customer Signature _____ Date _____

Print Name _____ Site Name _____

Company Name _____



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Please use the below space to sketch a map for placement. If more space is needed, please attach and additional page.

Customer Signature _____ Date _____

Print Name _____ Site Name _____

Company Name _____

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