### **1. Overview**

This Statement of Work (SOW) outlines the responsibilities, deliverables, and terms for a company to provide event rental services to the Cherokee Nation Programs and Events team for the Fiscal Year 2025 (FY25). The services will support various programs and events planned throughout the calendar year.

### **2. Scope of Services**

Company will supply rental equipment and services, including but not limited to:

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| --- |
| Tent- Tube hip frame, structure, and pole tents 60x40 |
| Stage- 12X14 |
| Tables 8' round  |
| Tables 8' square |
| Table Cloths- black, red, white |
| Stage Skirting |
| Chairs- white and black garden chairs  |
| Trash Cans |
| Air Conditioning  |
| Heater |
| Fans |
| Generators |
| **Delivery Fees** |
| Normal Business Hours **8:00 AM - 5:00 PM** |
| Overtime **5:00 PM -8:00 AM** |
| Holiday - Days/Hours (provide Holiday Schedule if different than Owner's) |
|   |
|   |
| **Set up Fees**  |
| Normal Business Hours **8:00 AM - 5:00 PM** |
| Overtime **5:00 PM -8:00 AM** |
| Holiday - Days/Hours (provide Holiday Schedule if different than Owner's) |

All rentals will be provided on an as-needed basis for multiple events across the fiscal year.

### **3. Responsibilities**

#### **Company:**

* Ensure delivery, setup, and takedown of all rented items in a timely and professional manner.
* Provide high-quality, clean, and well-maintained equipment for each event.
* Coordinate closely with the Cherokee Nation Programs and Events team to meet specific event requirements and timelines.
* Be responsive to any changes or urgent needs that may arise before or during the events.
* Ensure adherence to all safety protocols and regulations related to equipment setup and operation.

#### **Cherokee Nation Programs and Events Team:**

* Provide the Company with sufficient notice for event rental needs, including item quantities, delivery dates, and locations.
* Communicate any changes or specific requirements as early as possible.
* Ensure access to event locations for delivery, setup, and takedown of equipment.
* Collaborate with the Company to ensure all contractual obligations are met throughout the fiscal year.

### **4. Timeline**

* **Contract Period:** October 1, 2024 – September 30, 2025 (FY25)
* Specific event rental timelines and schedules will be coordinated with the Company throughout the year based on the Cherokee Nation Programs and Events calendar.