



42630 JOHN MOSBY HIGHWAY
CHANTILLY, VIRGINIA 20151
Phone: 703-273-7100 Fax: 703-991-3002
www.donsjohns.com/ info@donsjohns.com

SPECIAL EVENT ORDER FORM

Event Date: _____ What Kind of Event _____

Billing Contact Person _____

Account Name _____

Billing Address _____

Phone Number _____

Fax Number _____

Email Address _____

Are you Tax Exempt YES or NO If Yes I need a copy of Tax Exempt Form?

Payment Information: Credit Card Number and Expiration Date

How Many Restrooms Needed: Deluxe _____ VIP'S _____ Wheelchair _____ Sinks _____

Hand Sanitizer _____ Locks (cannot be put on the VIP'S) _____ Tap Lights _____

Delivery Address _____

Onsite Contact and Phone Number _____

This area must be filled in to complete your order:

Directions to Site _____

Placement Instructions _____



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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).
 - Provide us with clear directions to the site
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 other wise 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 # 703.932.2092. 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. DON'S JOHNS, INC. will provide Customer with portable sanitation facilities delivered to the site addresses. Customer agrees to give final placement instructions a minimum of 72 hours prior to event.

2. Customer agrees that that once this quote is signed, inventory will be set aside, and DON'S JOHNS, INC. 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 is made in writing to Don's Johns not less than 10 days before the event. Customer agrees to pay DON'S JOHNS, INC 50% (100% for restroom trailers and VIPs) of overall quote if cancelled or 50% of any reduction in quantities less than 10 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 DON'S JOHNS, INC. that is not paid within thirty (30) days of the date of 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: Deluxe Plastic (\$700) VIP Flushing (\$1500) Wheelchair Accessible (\$1500) Restroom Trailers (\$60,000). Customer also agrees to insure Don's Johns against claims against claims for personal injury or property damage arising out of Customer's use of the portable sanitation facilities. Customer agrees to name Don's Johns as an additional insured on said policies, and Customer agrees to indemnify DON'S JOHNS, INC. 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 DON'S JOHNS, INC.

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 6 days.

Customer Signature _____ Date: _____

Print Name _____

Account Name _____

Please fill out form and sign these terms and conditions. Please fax back to 703.991.3002.