

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1782860 **Vendor Name:** DuPage Tents and Events

Check Details:

Check Number: E0110462 **Check Amount:** \$ 3,653.55 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: 230941116 **Invoice Date:** 11/4/2025 **PO Number:** P0019477 **Voucher Number:** V0912850

Document Type: AP Invoice

Document Below



DuPage Tents & Events
 63 Eisenhower Ln S
 Lombard, IL 60148
 P: (630) 270-0728
 info@dupagetents.com
dupagetents.com

Robert Iodice
 (630) 930-2557
 info@dupagetents.com

PAYMENTS

Invoice #230709963
 Invoice Date Sep 18, 2025
 PO #: P0019477

Contact
 Amy Frese
 College of DuPage
 (630) 942-2205
 fresea@cod.edu

Event Information
 College of DuPage Homecoming 2025

Location / Venue
 College of DuPage
 425 Fawell Blvd, Glen Ellyn, IL 60137

Notes
 Friday Set up /Saturday Take Down

Payments				As of 6:38 PM, 9/22/2025			
ID	Method	Date	Status	Charged	Fees	Applied Amount	
Totals				\$0.00	-\$0.00	\$0.00	

Payment Summary			
Make checks payable to: DuPage Tents & Events 1346 Foxglove Dr, Batavia, IL 60510 Memo: Invoice #230709963			
Applied Payments			\$0.00
Refunds			-\$0.00
Total Paid			\$0.00

Balance	
Contract Total*	\$4,871.40
Due Now	\$1,217.85
Due by Oct 1, 2025	\$3,653.55
Remaining Balance*	\$4,871.40

* Additional payment processing fees may apply



Accounts Payable Office

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: 9/23/25 Vendor ID: 1782860 Vendor Name: DuPage Tents and Events
 Payee Address: 1346 Foxglove Dr, Batavia, IL 60510 Payment Due Date: 1217.85

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
230709963	01-80-00773-5309001	Public Relations Other Contractual Services	1,217.85
Total			\$ 1,217.85

Check the appropriate box below:

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Down payment for the tents for Homecoming event

Other Instructions:

Needs payment to be made as soon as possible to insure tents are delivered on time for this event.

All requests will require the following approvals:

Requester: Lisa Tejeda Digitally signed by Lisa Tejeda: Date: 2025.09.23 11:21:54 -0500 Print Name: _____
 Budget Officer: Wendy E Parks Digitally signed by Wendy E Parks: Date: 2025.09.23 11:12:51 -0500 Print Name: _____

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SAC 2132A), nva.cing@cod.edu

DuPage Tents <info@dupagetents.com>

[External] P0019477

DuPage Tents <info@dupagetents.com>

Mon, Sep 22, 2025 at 11:40 PM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

1 attachment

cod payment.pdf

Check Request Form (cont.)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

"Barrios, Isabel" <barriosi142@cod.edu>

Check Request Form.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Tue, Sep 23, 2025 at 04:33 PM UTC

CC:

BCC:

1 attachment

Check Request Form.pdf

✓ Approved Quote

✓ Signed Contract

3 Pay Invoice

\$1,217.85

Due Now

Pay Online

Purchase Order ## P0019477

Edit

Invoice Summary

Contract Total

\$4,871.40

Total Paid

\$0.00

Remaining Balance

\$4,871.40

Notes:

Friday Set up / Saturday Take Down

Make checks payable to:

DuPage Tents & Events

1346 Foxglove Dr, Batavia, IL 60510

Memo: Invoice #230705953

Unlock Event Protection

Protect Your Event from Accidents & Damage

Event insurance helps cover costs if someone gets hurt or property is damaged during your event. Many event hosts choose this protection for peace of mind.

✓ Venue damage - Protects your deposit

✓ Guest injuries - Up to \$1M coverage

✓ Peace of mind - For your special day

Starting At

\$95

Get instant quote in 90 seconds

Get a Quick Quote

Provided by V-Coverage, a licensed insurance business

Payment Schedule

Due	Status	Amount
Sep 23, 2025	Unpaid	\$1,217.85
Oct 1, 2025	Unpaid	\$3,653.55

Chrome River | www.chromeriver.com

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**SERVICE AGREEMENT
BETWEEN COLLEGE OF DUPAGE AND DUPAGE TENTS & PARTY**

This AGREEMENT ("Agreement") is entered into on October 03, 2025 by and between **College of DuPage, Community College District No. 502, Counties of DuPage, Cook and Will, and State of Illinois** ("College") having its main address at 425 Fawell Blvd., Glen Ellyn IL 60137 and **DuPage Tents & Party** ("Contractor") having an address at 63 Eisenhower Lane, Lombard, IL 60148.

The College and Contractor desire to enter into this Agreement, by which Contractor shall perform certain services in connection with the project, as described below. In consideration of the performance of services by Contractor and the payment for those services by the College, the parties agree as follows:

1. Scope of Services and Performance

As directed by the College, Contractor will provide Setup services: Setup, delivery and takedown for 5 tents with sidewalls, 32 water barrels for stabilizing, 4 cocktail tables, 40 padded chairs, 2 generators, rustic farm table for the College in connection with this Agreement. Contractor will perform the services with the highest professional standards as practiced in a timely manner and in accordance with any project schedule described in the scope of services. The parties agree that time is of the essence with respect to Contractor's performance.

Contractor must promptly notify the College immediately in writing: (i) of any information required from the College so Contractor can complete their services in a timely manner and (ii) of any work requested by the College that is not included in the scope of services provided in this section.

Contractor will perform the services in accordance with all applicable laws, rules, regulations and applicable grants or contracts, including equal employment opportunity and import and export control laws and regulations. All documents, drawings, surveys, and reports (including those in electronic form) prepared by Contractor pursuant to this Agreement are the property of the College. The College will have the right to utilize such documents, drawings, surveys, and reports in the event the College expands the services, corrects any deficiencies, or makes any repairs or renovations to the services.

2. Payment

The College will pay Contractor for services properly performed under this Agreement the amounts set forth as the fees. The fees specified in the costs or itemized time and material rates along with any expenses represent the College's total financial commitment to Contractor for all services and deliverables, applicable taxes, and other obligations under this Agreement. The College is not subject to any sales or use taxes and such taxes will not be included in the fees charged by Contractor. The amount due to Contractor under this Agreement may not exceed \$4,871.40 without the College's prior written approval.

Contractor will provide invoices in a format acceptable to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act. In the event of termination by the College as hereinafter provided, Contractor will be paid for services properly rendered prior to termination as provided below. Reimbursement by the College of expenses and expendables incurred by Contractor will be limited to the fees defined in this section.

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THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

Page 1 of 5

3. Term

The term of this Agreement is from October 03, 2025 to October 04, 2025 unless otherwise terminated in accordance with this Agreement. Services may not begin nor payment authorized prior to execution of this Agreement by an authorized signatory of the College of DuPage.

4. Indemnification

To the fullest extent allowed by law, Contractor will indemnify and hold the College, its trustees, officers, agents, employees and any other parties designated by the College (hereinafter collectively called the "Indemnitees") harmless from all losses, claims, liabilities, injuries, damages and expenses, including but not limited to, all attorneys' fees, defense and court costs and expenses, that the Indemnitees may incur arising out of, or occurring in connection with, the acts or omissions by Contractor of its duties and obligations under or pursuant to this Agreement.

5. Insurance

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' Compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE MINIMUM INSURANCE COVERAGE Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations \$1,000,000 / \$2,000,000
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

Automobile Liability

Owned, Non-owned, or Rented \$1,000,000 / \$2,000,000

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Workers' Compensation and Employers' Liability As Required by Applicable Laws.

Professional Liability If Performance Specifications are

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Required by the Contract

6. Termination

The College may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to Contractor. In the event this Agreement is terminated pursuant to this paragraph, Contractor will be compensated for services properly rendered through the date of termination, as can be documented to the reasonable satisfaction of the College. The College will have no liability to the Contractor beyond the date of termination. Further, if the Agreement is terminated for cause, the College will be entitled to all direct, indirect, and consequential damages arising from the breach of Agreement prompting the termination.

7. Compliance with Laws

Contractor shall observe and comply with all State of Illinois, local, and federal laws, and the rules of any governing body having jurisdiction over the premises and/or its use, including but not limited to the College of DuPage.

- a. Human Rights Act: To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*
- b. Drug Free Workplace: To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act, 30 ILCS 580.1 *et seq.*
- c. Sexual Harassment Policy: Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105.
- d. Equal Employment Opportunity: Contractor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Rights Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Contractor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Contractor services, or denied employment opportunities by Contractor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.
- e. Fair Employment Practice: Contractor represents it is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
- f. Prevailing Wage Act: To the extent required by law, Contractor may not pay less than the prevailing wage as established pursuant to an Act regulating the wages of laborers, mechanics, and other workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*
- g. Non-debarment: Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*

8. Entire Agreement

This Agreement represents the entire agreement between Contractor and the College and supersedes all

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prior negotiations or agreements, written or oral. This Agreement may only be amended by written instrument executed by the College and Contractor. In the event of a conflict between this Agreement and a proposal from Contractor or any exhibits hereto, this Agreement shall control.

9. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any disputes arising under or in connection with this

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Agreement shall be in the Circuit Court of the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

10. No Assignment by Contractor

Contractor may not, by operation of law, merger, or otherwise, assign any of its rights, agreements, or obligations under this Agreement without the prior written consent of the College. Any purported assignment by Contractor without the prior written consent of the College shall be null and void and shall not bind the College. Subject to the preceding sentence, all of the terms, agreements, covenants, representations, warranties, and conditions of this Agreement shall be binding upon, and inure to the benefit of and are enforceable by, the parties and their respective successors and assigns.

11. Severability and Non-Waiver

If any provision of this Agreement is found to be unenforceable, the other provisions of this Agreement shall not be affected but shall remain in full force and effect. No waiver by either party of any breach or default by the other party shall be construed to be a waiver of any other breach or default by such other party.

12. Conflicts of Interest

Contractor represents that it, to the best of its knowledge, has no relationship or ownership interest and will not acquire any interest, direct or indirect, in any enterprise, which would conflict in any manner or degree with the performance of the services under this Agreement. Contractor further represents that it has no known and undisclosed familial relationship (as currently defined under applicable College policies) with any College of DuPage Administrator, Employee, Trustee, Committee member, or College of DuPage Foundation Board Member.

Signature Page Follows


THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.	Page 4 of 5
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Signature Page

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This Agreement has been executed the day and year provided below.
COLLEGE OF DUPAGE

CONTRACTOR:
DuPage Tents & Party
Robert Iodice
Owner, DuPage Tents and Events

Signed by:

COLLEGE OF DUPAGE
Ellen M. Roberts
Vice President, Administrative Affairs
9/18/2025

Signature Signature
Robert Iodice

Tax ID or FEIN 86-3572327

Date: <u>Date: 9.17.25</u>	
THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.	Page 5 of 5



CERTIFICATE OF LIABILITY INSURANCE

DUPATEN-01

CKOHOUT

DATE (MM/DD/YYYY)
9/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J. Krug 1 Pierce Place Suite 1250W Rasca, IL 60143	CONTACT PHONE (A.C. No.) (847) 392-8585 FAX (A.C. No.) (847) 392-8137 EMAIL certificates@jkrug.com	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 15350
INSURED Dupage Tents And Events, Inc. 63 S Eisenhower Ln Lombard, IL 60148			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	APR. YEAR	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
LOC.		MO. YR.		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN. AGGREGATE LIMIT AMOUNTS PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LOC.	X	B106659	7/13/2025	7/13/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 300,000 MED EXP. (Any one person) \$ 5,000 PERSONAL & AD&V INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRE AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY		B106659	7/13/2025	7/13/2026	BODILY INJURY (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$ PROPERTY DAMAGE (Per person) \$
	UMBRELLA LIAB. EXCESS LIAB. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY EMPLOYEE OF THE PARTNER OR EXECUTIVE (If co-insured, see Description of Operations below)	Y/N Y N/A	B654395	7/13/2025	7/13/2026	PER STATUTE \$ 1,000,000 E&L EACH ACCIDENT \$ 1,000,000 E&L DISEASE - NON-EMPLOYER \$ 1,000,000 E&L DISEASE - EMPLOYER \$ 1,000,000

DESCRIPTION OF OPERATIONS - LOCATIONS - VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is needed)
 The following are added as additional insured with respect to general liability, as required by written contract:
 College of Dupage

CERTIFICATE HOLDER

CANCELLATION

College of Dupage 425 Fawell Blvd Glen Ellyn, IL 60137	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

ACORD 25 (2016/03)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – AUTOMATIC STATUS WHEN
REQUIRED BY WRITTEN CONTRACT WITH YOU**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II - Who is An Insured** is amended to include as an additional insured any person or organization you are required by a written contract to name as an additional insured.
- The written contract must be:
1. Currently in effect or becoming effective during the term of this policy; and
 2. Signed by all parties to the written contract or written agreement prior to the "bodily injury," "property damage," "personal injury and advertising injury."
- B. The insurance provided to the additional insured is limited as follows:**
1. That person or organization is only an additional insured with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused in whole or in part, by:
 - a. your ongoing operations performed for the insured at the location designated in the written contract; or
 - b. premises owned or used by you.

However:

 - a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a written contract or written agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
 2. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

 1. "Bodily injury," "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
 - b. Supervisory, inspection, architectural or engineering activities.
 2. "Bodily injury" or "property damage" occurring after:
 - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principle as a part of the same project.
- D. As respects the coverage provided under this endorsement, Paragraph 4.b. Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is amended with the addition of the following:**
- 4. Other Insurance**
- b. Excess Insurance**
- This insurance is excess over:
- Any other valid and collectible insurance available, procured by or on behalf of the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be either primary or primary and noncontributing. Where required by written contract, we will consider any other insurance maintained by the additional insured for injury or damage covered by this endorsement to be excess and noncontributing with this insurance.

If no written contract specifically requires primary or noncontributory coverage, then this insurance is excess, as a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

When this Insurance is excess, we will have no duty under Coverage **A**, and Coverage **B**, to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.



DuPage Tents & Events
 63 Eisenhower Ln S
 Lombard, IL 60148
 Phone: (630) 270-0728
 info@dupagetents.com
 dupagetents.com

Robert Iodice
 (630) 930-2557
 info@dupagetents.com

INVOICE

Invoice #230941116
 Invoice Date Nov 04, 2025
 PO #: P0019477
 Due Balance **\$3,653.55**

Contact

Amy Frese
 College of DuPage
 (630) 942-2205
 fresea@cod.edu
 425 Fawell Blvd, Glen Ellyn, IL 60137

Business / Org

College of DuPage

Notes







Friday Set up /Saturday Take Down

Event Information

College of DuPage Homecoming 2025 (copy)

Location / Venue

College of DuPage
 425 Fawell Blvd, Glen Ellyn, IL 60137

Rental Items		10/4/2025 - 10/4/2025		
	Description	Qty	Unit	Total
	20'x40' High Peak Frame Tent	1	\$675.00	\$675.00
	Water Barrel Large	10	\$30.00	\$300.00
	8'x20' Windowed Sidewall Length: 8 ft. · Width: 20 ft.	5	\$36.00	\$180.00
	Delivery	1	\$125.00	\$125.00
	Cocktail Table 42inch Stem	4	\$14.00	\$56.00
	Fruitwood Padded Chair	40	\$4.75	\$190.00
	Predator Quiet 5k Watt Inverter Generator	3	\$225.00	\$675.00
	Saturday Take Down/Overtime	1	\$400.00	\$400.00



Rustic Farm Table 8'x40"
Length: 96 in. · Width: 36 in.



20'x30' High Peak Frame Tent
Includes installation



Water Barrel Large



10'x10' Frame Tent



Water Barrel Large



White Padded Garden Chair

MOST POPULAR

Make checks payable to:
DuPage Tents & Events
1346 Foxglove Dr, Batavia, IL 60510
Memo: Invoice #230941116

Totals	
Subtotal	\$4,871.40
Tax	\$0.00
Total*	\$4,871.40
Due Now	\$3,653.55
Remaining Balance*	\$3,653.55

Additional payment processing fees may apply

See Payments page for a full record of payments

Terms and Conditions**Main Points**

1. **ALL TENTS MUST BE EVACUATED WITH WIND GUSTS OVER 25MPH.**
2. Chair and table setup is NOT included with the rental. We can setup tables and chairs for an additoonal fee. Please notify us beforehand for table and chair setup.
3. Chairs need to be stacked neatly back on dollies SEAT FACING DOWN before pick-up. Non stacked chairs will result in an additional charge.
4. No tape, staples, or alterations may be used on any of the equipment.
5. Tables and Chairs need to be left in a covered area. Rain damaged equipment will result in an additional charge.
6. Delivery location must be easily accessible.
7. Specific delivery and pickup times must be disclosed before signing the contract. This includes the need for weekend deliveries and pickups on specific days and at specific times.

• **ALL TENTS MUST BE EVACUATED WITH WIND GUSTS OVER 25MPH.** Tents are only for temporary use and should not be used as shelters during high wind or storm situations. With wind gusts over 25mph, the tent and the area near the tent must be evacuated. This includes lightning. Do not use the tent as a lightning shelter.

- **Chairs need to be Stacked neatly back on dollies before pickup.** Please stack them neatly and correctly. If chairs are not stacked, or stacked in a sloppy manner there will be a charge of \$0.25/chair. This method greatly helps us with efficiency and keeping labor costs down, which in turn allows us to provide the best price we can to each customer. Non padded chairs stack 50 high and padded chairs stack 25 high with seats facing down.

• **Please have marked the location of where the tent is going** before delivery, you can use sticks in the ground, paint, furniture or anything else - This helps us greatly with efficiency.

• **No staples, tacks or pins can be used to attach your own things to any equipment.** Any damage will result in a charge to fix or replace equipment.

• **Delivery location must be easily accessible.** If delivery location is not easily accessible, is on a hazardous road, or in a location where large trucks do not usually go there can be an audit to the final price.

• **All obstacles in the way of setting up the rented equipment need to be removed from the area, that includes tree branches that could be a hazard to the tent.** We are not authorized to touch or move anything that could be in the way. If the clearing of the area takes more than 10 minutes, there will be a \$10.00 charge for every 10 minutes after the first 10. If holes need to be put in pavement, we do not fill them in after removal unless otherwise arranged. Lessor hereby agrees to lease to Lessee the equipment described on the face of this agreement or in attached schedules in accordance with the following agreement:

1. Delivery is made to a convenient point for a delivery vehicle to park.

Extra charges will result in deliveries to upstairs, elevator use or any point where extra time is involved. Lessor's service does not include set up and knock down of tables and chairs. If this service is required, arrangements must be made several days prior to delivery with a special charge quoted. If no arrangements are made and this service is desired on delivery, our driver must call for authorization. If time permits, we will try to accommodate you after quoting the price. On pick-up where no prior arrangements have been made and equipment is not knocked down and assembled in the same location as delivery, if time permits, the pickup crew will knockdown and load all equipment at the expense of the Lessee. A knockdown fee will result if equipment is still up.

2. The leased equipment shall at all times be and remain the sole and exclusive property of the Lessor. Lessee shall have only the rights to use the equipment in accordance with the terms of this agreement. Lessor shall have the right to display notice of its ownership of the equipment by display of an identifying stencil, plate or other marking, and Lessee agrees that it will not remove or cover such markings without the written permission of the Lessor. It is expressly intended and agreed that the equipment shall be personal property even though it may be affixed or attached to real estate. The equipment shall not be removed from the place of delivery or installation without the express written permission of Lessor.

3. Lessee acknowledges that Lessee has had an opportunity to personally inspect the equipment and finds it suitable for Lessee needs and in good condition. Lessee understands its proper use. Lessee further acknowledges Lessee responsibility to inspect the equipment prior to its use and to notify Lessor of any defects.

4. If the equipment becomes unsafe or in disrepair for any reason, Lessee
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agrees to discontinue its use and to notify Lessor. If the defect is the result of normal use, the Lessor will repair or replace the equipment with similar equipment in good working order if available. Lessor is not responsible for any incidental or consequential damages caused by delays or otherwise, and Lessee hereby waives any right or entitlement thereto.

5. The Lessor is neither the manufacturer of the rented property nor the agent of the manufacturer, and no warranty against patent or latent defects in material workmanship or capacity is given, and Lessee expressly waives all such warranties of fitness which may be accorded by law or otherwise. There are no warranties of merchantability or fitness, either express or implied. There is no warranty that the equipment is suited for customers intended use, or that it is free from defects, and any and all such warranties of fitness, or otherwise, are expressly and specifically waived by the customer.

6. Lessee shall defend, indemnify and hold harmless Lessor its employees, agents and subsidiaries, from and against all claims, liabilities, losses, claims of personal injury, damages to property or otherwise, and expenses, of every character whatsoever, resulting from the actions, negligent or otherwise, of Lessee or its agents, employees or subcontractors or anyone acting on Lessee's behalf. The indemnities included in this exhibit shall include reasonable attorney fees paid by Lessor in defending suits and actions involving liability covered by the indemnification provision in this paragraph.

7. Lessee's right of possession terminates on the expiration of the rental period and retention of possession after this time constitutes a material breach of Lessee's obligations under this contract. Time is the essence in this agreement. Any extension must, at Lessor's election, be mutually agreed upon in writing.

8. The Lessor may assign its right under this contract without the Lessee's consent, but will remain bound by all obligations herein. The Lessee may not sublease or loan the equipment without the Lessor's written permission. Any purported assignment by the Lessee is void.

9. At the expiration of this contract, or sooner upon Lessor demand, Lessee promises to make available for pickup by Lessor at the time specified in the contract, in the condition and repair as when delivered to Lessee, subject only to reasonable wear and tear. Lessee shall be liable for all damages to or loss of the equipment occurring because it was not available for pickup when specified. If the Lessee has agreed to return equipment to Lessor, Lessee shall be responsible for all loss or damage to the equipment from the time of delivery to Lessee until returned to Lessor. If the equipment is returned in a damaged or excessively worn condition, Lessee shall pay Lessor the reasonable costs of repair and pay rental on the equipment of one-half the regular rental rate until repairs have been completed. The Lessor shall be under no obligation to commence repair work until Lessee has paid, therefore. In the event the Lessor must resort to litigation to be reimbursed for damage caused to equipment, Lessee agrees to pay all attorney fees, court costs, or other expenses which become reasonable or necessary to compensate Lessor for his repairing or having the equipment repaired or replaced.

10. The Lessee hereby expressly waives all rights in and to any and all exemption laws set forth in the State of Illinois, which are within the power of the Lessee to waive.

11. The Lessor shall, at all times, have the right to enter any premises where the Equipment may be located for purposes of inspecting it, observing its use, or removing it from Lessee's premises.

12. Lessee shall at its own expense and prior to the installation of the equipment provides all necessary permits, licenses, and other consents.

13. Table linens are inspected by the Lessor prior to delivery to Lessee and upon return. If there is obvious damage such as mildew, excessive stains, burns or tears to linen, Lessee will be charged the cost of the linen. Return all linens dry and free of waste.

14. Lessee agrees to pay for any damage to rented equipment regardless of cause, except reasonable wear and tear, while equipment is out of possession of the Lessor. Lessee also agrees to pay a reasonable cleaning charge for all equipment returned dirty, in Lessor's sole, reasonable judgment. Accrued rental charges cannot be applied against the purchase or cost of repair of damaged goods. Rental Equipment damaged beyond repair will be paid for by Lessee at its Replacement Cost when rented. The cost of repairs will be borne by the Lessee, whether performed by the Lessor or at the Lessor's option by others.

15. Equipment, other than tents, left out in rain/weather is excessively worn. This is not normal wear and tear. A prorated rate of 1/8th of the replacement cost will be charged to the Lessee for equipment left out in the weather.

16. The Lessee agrees to pay for equipment (at its replacement cost when rented) for all types of theft or disappearance.

17. a. Lessee agrees to pay Lessor upon demand: i. All rates, charges

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taxes, fuel, delivery, pickup and reservation cancellation fees and all other amounts incurred as a result of this rental transaction. ii. Replacement costs for any loss or disappearance of equipment. The Lessor reserves the right to consider the property lost, stolen, or converted if not returned within TEN DAYS of the date and time printed under the AGREED RETURN DATE COLUMN of the contract. b. Lessee authorizes Lessor to bill Lessee's credit card at time of reservation or upon Lessee's receipt of the rented item(s) or upon return of the item(s). c. If Lessee has directed that charges are billed to a third party, and Lessor agrees to bill that third party, and the third party fails to make prompt payment to Lessor when due, then Lessee promises to pay Lessor on demand. If the Lessee directs charges to be billed to a third party, Lessee represents that he is authorized to give the Lessor such direction. Lessee understands that he remains individually responsible for all charges Lessor is to be paid under this contract. d. One and one half percent (1 1/2%) per month (minimum \$5.00) will be charged on any past-due accounts. Lessee shall pay for collection fees, attorneys' fees, court costs or any expense involved in the collection of rental charges or other damages to the Lessor under terms of the contract. The Lessor, at its own discretion, may revert all charges to the daily rate if invoice is not paid on the due date. e. LESSEE UNDERSTANDS THAT ALL CHARGES ARE SUBJECT TO FINAL AUDIT. Lessee authorizes additional charges or credits to be made to his account and payment by the method used at the time of the reservation, rental or return.

18. Lessee assumes all weather-related risks involved in holding an outdoor tented event. Lessor may endeavor to minimize said risk, however, if the tenting becomes unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Lessor's control, despite any efforts or lack thereof taken or not taken by Lessor, Lessee shall be liable for payment in full of all charges.

19. Lessee agrees to have the site upon which the equipment is to be erected free and clear of all obstacles, natural and man-made, prior to the arrival of the Lessor's work crew. Lessee further agrees to have all tents cleared for removal prior to Lessor's arrival for pickup. All non-leased equipment and decorations shall be cleared and taken from site prior to pick-up. If Lessee fails to do so, then Lessee shall pay all costs involved for any delay, additional rental, and all costs including collection and legal expenses. Lessee shall be fully responsible for any property damage or personal injury related to use of the equipment rented under this agreement and agrees fully to indemnify Lessor with respect to any claims, including without limitation any legal fees Lessor may deem reasonably appropriate in the enforcement of this clause or the defense of any such claim.

20. All tents are subject to stretching and retracting of up to 5% of listed sizes and although all tents have been treated to some extent with waterproofing compounds, no tents are guaranteed to be absolutely waterproof and leaks do occur from time to time.

21. Lessee agrees not to do any type of cooking under or within a reasonable distance of the tent. Lessee assumes full responsibility and costs incurred for damage and or cleaning expense to tent tops due to cooking processes under or near tents.

22. Lessee agrees to furnish Lessor access to, and the right to use, Lessee's electrical and power lines for installation and operation of the rented equipment.

23. Lessee agrees to have all Underground Facilities in the vicinity of the equipment installation clearly marked prior to the arrival of Lessor's work crews. Lessee assumes full responsibility for damage to all underground facilities.

24. Lessee must pay a 25% non-refundable deposit to secure event equipment.

25. Lessee agrees to pay in full, the agreed upon invoice amount once the job is completed as listed in the said invoice.

Payment Policy

To confirm this agreement, an initial payment of 25% of the total contract amount is required.

The remaining balance is due **three (3) calendar days prior to** the earliest of the following dates: a) receipt of goods or b) performance of services.

Additional payment processing fees may apply.

General Cancellation Policy

To ensure availability of all services and products, initial payments are non-refundable. You may remove one or more item(s) from your order, or cancel your entire order, according to the following schedule, but the following cancellation fees will apply, subject to any category-specific cancellation policy:

- 180 days prior: 25% of total contract amount, less any initial payment (if refundable)
- 14 days prior: 50% of total contract amount, less any initial payment (if refundable)

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- 7 days prior: 75% of total contract amount, less any initial payment (if refundable)

Days prior refers to the number of days before the first of the following: receipt of goods or performance of services.

Signature _____

Printed Name _____

Date _____



DuPage Tents & Events
63 Eisenhower Ln S
Lombard, IL 60148
P: (630) 270-0728
info@dupagetents.com
dupagetents.com

Robert Iodice
(630) 930-2557
info@dupagetents.com

PAYMENTS

Invoice #230941116
Invoice Date Nov 04, 2025
PO #: P0019477

Contact
Amy Frese
College of DuPage
(630) 942-2205
fresea@cod.edu

Business / Org
College of DuPage

Notes
Friday Set up /Saturday Take Down

Event Information
College of DuPage Homecoming 2025 (copy)

Location / Venue
College of DuPage
425 Fawell Blvd, Glen Ellyn, IL 60137

Payments						As of 10:18 AM, 11/4/2025
ID	Method	Date	Status	Charged	Fees	Applied Amount
1136592041	Offline - Check ach	Sep 26, 2025	Charged	\$1,217.85	--	\$1,217.85
Totals				\$1,217.85	-\$0.00	\$1,217.85

Make checks payable to:
DuPage Tents & Events
1346 Foxglove Dr, Batavia, IL 60510
Memo: Invoice #230941116

Payment Summary	
Applied Payments	\$1,217.85
Refunds	-\$0.00
Total Paid	\$1,217.85

Balance	
Contract Total*	\$4,871.40
Due Now	\$3,653.55
Remaining Balance*	\$3,653.55

Additional payment processing fees may apply

DuPage Tents <info@dupagetents.com>

[External] P0019477

DuPage Tents <info@dupagetents.com>

Tue, Nov 4, 2025 at 04:19 PM UTC

CC:

BCC:

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