

Time Treasured Quilts, LLC

Long-arm Rental Agreement

Time Treasured Quilts, LLC (TTQ) will make available two (2) Gammill hand-guided long-arm quilting machines (machine) for rent.

- **Rental rates***
 - Beginner \$20 / hour
 - Experienced** \$15 / hour

- **Rental time**
 - Minimum of 3 hours.
 - Refundable deposit of \$75 and the 3-hour minimum rental fee must be paid when scheduling time for a machine.
 - Deposit and rental fee will be refunded for cancellations made at least 48 hours prior to scheduled rental time.
 - Only deposit will be refunded if cancellation is made less than 48 hours prior to rental time.
 - Time is measured from when renter starts or the renter's reservation time starts (whichever is earlier) and finishes when the renter has taken the quilt off and finished the clean-up of the machine; rounded to the nearest ¼ hour after the 3 hour minimum.
 - Valid TTQ Certification card must be shown to schedule rental time.
 - **The rental time will start, at the scheduled time, no exceptions.** Please plan travel time and traffic conditions accordingly. If a renter schedules rental time for 10:00am, time will start at 10:00am. If the renter is late and arrives at 10:30am, time will still be charged starting at 10:00am. The only exception will be if the delay is the fault of TTQ and we do not have the machine ready; then the starting time will be the time we have the machine ready.

- **Certification**
 - Certification is required before renter can rent time on a machine
 - Certification class 5-6 hours.
 - Cost \$200 per student, two students in the class with 4 hours of actual time on a machine.
 - Skill review is required at the end of class to determine if the student is certified or if more training will be required for the student to become certified.
 - Certification card will be issued to the newly certified students
 - The newly certified students will be able to choose a rental time, within 7 – 14 days, to re-enforce the skills learned in class.

- **Renter must be at least 18 years of age**

- **TTQ will provide the following:**
 - Gammill hand-guided long-arm quilting machine in good working order ready at scheduled rental time.
 - Doors will be opened 15 min earlier if rental time is the same as opening time for TTQ.
 - Detailed instruction sheet to include:
 - Threading of the machine
 - Step by step loading for each layer
 - Panto pattern instructions for use on the back of the machine
 - Quick tips
 - Gammill basic machine video to view.
 - A long-arm advisor (advisor) present during rental time to help if the renter experiences difficulties or needs help with the machine.
 - One needle is included; additional needles available for purchase.
 - Solid or variegated thread available for use and thread charge will apply.
 - Cones of thread and batting by the yard are available for purchase.

- **Beginning Renters Agreement**
 - Using panto patterns as taught in certification class
 - Quilting on front of machine without using rulers, base extender or stencils
 - Ask for assistance before performing any of the following:
 - Adjusting tensions
 - Changing threads
 - Replacing needles
 - Oiling the machine

- **Renter Agreements**
 - Renters agree to operate the machine at their own risk. **Renters agree and will not hold Time Treasured Quilts, LLC responsible for any injury caused to them or damage caused to their quilts.**
 - Renter agrees to pay for repair / replacement for any damage to the machine directly caused by renter.
 - **Notify the long-arm advisor immediately for trouble, noises or if the machine seems different. Do not try to fix it yourself, stop the machine and get an advisor.**
 - Fill out a damage report with long-arm advisor
 - Long-arm advisor will help determine the damage & possible repairs needed.
 - Advisor or owner will get estimates for repair
 - The owner, advisor and renter will discuss the damage and responsibility for the damages. If the renter is determined to be liable for the damages, the renter will be responsible to pay for the damages, less the deposit, before any additional time can be scheduled.

- Renter agrees to operate the machine in a safe and respectful manner, including but not limited to the following:
 - No smoking, drinks or food allowed in the Long-arm Room, except for water and it must be in a sealable cup or bottle and put in tub provided at the end of the table.
 - Keep pins and tools in tub provided at the end of the table.
 - Tie back hair and do not wear loose clothing or dangling items, such as scarves, long necklaces or any item that can get caught in the machine.
 - Clean and oil bobbin area after each bobbin change.
 - When quilting is finished and quilt is off the machine; complete the final checklist and turn it in to long-arm advisor.
 - Leave machine area clean and free of debris and personal items.
- Renter agrees to pay the full amount due on the day of rental. ***
- Renter agrees to **no children, friends or pets** during the renter's time on the machine. The renter should come ready to quilt. **If renter arrives with children, friends or pets, the renter will forfeit the scheduled time on the machine and the renter will lose the 3-hour minimum rental fee, but the renters' deposit will be refunded.**
- **Renter's Time**
 - All of the renters' time at the shop during the renter's scheduled rental time will be counted; this includes, but is not limited to:
 - Pinning on the quilt (if not using zippers)
 - Taking off the quilt (if not using zippers)
 - Selecting the panto and thread
 - Winding of bobbins
 - Trimming or squaring of the quilt top or back
 - Talking on a cell phone
 - Watching Videos or DVD's
 - Searching for quilting ideas
 - Practicing designs
 - Trying different threads
 - Experimenting with rulers and stencils (experienced only)
 - Picking out stitches
 - Eating lunch.
 - **The only exception is if you have purchased 8 hours, then you will get a 30 min lunch break, at no charge.**
- **Rental Time Lapse** – If it has been eight (8) months or longer since the renter last rented time on the long-arm machine, the renter will be required to review, at the TTQ location, the basic machine video before time can be scheduled. The renter may consider retaking the certification class or take a short refresher course to review the basics.

- **Important tip** – check thread and tension at every thread change, every bobbin change and periodically while quilting a row. It is good to **be aware of quilting and stitches at all times**.
- **Safety Issue** – If there are lightning storms in the area, TTQ may have to shut down the power to the machines for a short time. This is for the renter's safety, and the safety of the machines. Renter will NOT be charged for the time that the power to the machines is turned off.

This is verification that the renter has read and will abide by the above terms and conditions of this agreement.

 Renter Signature Date

 Renter name printed

 Address

 Phone E-Mail

Signature witnessed by:

 Time Treasured Quilts Employee signature Date

 TTQ Employee name printed

*Rates effective 9/1/2008 and are subject to change without notice
 ** Experienced requires at least 25 hours plus renter has demonstrated ability to operate and maintain the long-arm without assistance including changing needle, thread and bobbin; adjust tension; load quilt and wind bobbin; clean tracks and oil machine.
 ***\$30 fee for returned checks.