



## Temporary Fire Hydrant Meter Agreement

**Accepted Payment Methods: Check, Exact Cash or Credit Card** \*A credit card service fee of 3.25% or \$2.00 whichever is greater applies.

### Equipment required from applicant:

- Fire hydrant wrench of proper size to fit operating nut of Fire Hydrant.
- Hoses, etc.

### Procedure to open Town's Fire Hydrant:

- Check all Fire Hydrant caps to ensure tightly closed
- Remove Fire Hydrant cap
- Attach Temporary Fire Hydrant Meter
- Open the Temporary Fire Hydrant Meter valve
- Slowly, turn the Fire Hydrant valve to the open position
- Use Temporary Fire Hydrant Meter valve to control flow of water (**DO NOT use Fire Hydrant to control flow**)

### Procedure to close Town's Fire Hydrant:

- Close the Temporary Fire Hydrant Meter valve
- Slowly, turn the Fire Hydrant to the off position
- Open the Temporary Fire Hydrant Meter to release any water
- Remove Temporary Fire Hydrant Meter
- Replace Fire Hydrant cap
- Check Fire Hydrant valve to ensure closed

### **One Day Rental (For use ONLY in the Town of Collierville)**

One day rental for a 2" temporary fire hydrant meter is a flat rate of \$75.00. The billing rate for failure to return the meter the next business day is \$75.00. Thereafter, failure to return meter is \$75.00 per day until confirmed lost plus \$900.00. One day rental for a ¾" temporary fire hydrant meter is a flat rate of \$50.00. The billing rate for failure to return the meter the next business day is \$50.00. Thereafter, failure to return the meter is \$75.00 per day until confirmed lost plus \$75.00. Accepted payment methods are check, exact cash or credit card. A credit card service fee of 3.25% or \$2.00 whichever is greater applies.

### **Deposit – Extended Rental (For use ONLY in the Town of Collierville)**

Deposit for 2" and 3" Fire Hydrant Meter is \$900.00 (refundable if returned in working condition) plus \$100.00 (2 months rental in advance, first month is non refundable). Total cost at initial 2" or 3" rental is \$1,000.00 check, exact cash or credit card. A credit card service fee of 3.25% or \$2.00 whichever is greater applies. . Deposit for ¾" Fire Hydrant Meter is \$75.00 (refundable if returned in working condition) plus \$30.00 (2 months rental in advance, first month is non refundable). Total cost at initial rental is \$105.00 check, exact cash or credit card. A credit card service fee of 3.25% or \$2.00 whichever is greater applies.

### **Meter Readings – Extended Rental**

Temporary Fire Hydrant Meter readings must be provided to Town of Collierville every two months by bringing the meter to Public Services, 500 Keough Road; Collierville, TN or via email of photographs of the meter reading and meter serial number to: [shelms@colliervilletn.gov](mailto:shelms@colliervilletn.gov). Water usage and 2 months in advance rental will be billed to applicant/company after each receipt of reading. Water sales tax applies.

### **Billing Rate – Extended Rental**

2" Fire Hydrant Meter (1) Current residential water rate, (2) 50,000 gal/mo at 1.98 current residential rate for failure to provide readings every two months, (3) a. Forfeit deposit, b. \$50/month rental, c. 50,000 gal/mo at 1.98 current residential rate for failure to return meter or until confirmed lost/stolen. ¾" Fire Hydrant Meter (1) Current residential water rate, (2) 10,000 gal/mo at 1.98 current residential rate for failure to provide readings every two months, (3) a. Forfeit deposit, b. \$15/month rental, c. 10,000 gal/mo at 1.98 current residential water rate for failure to return meter or until confirmed lost/stolen.

The signature of the applicant below acknowledges an understanding of the Temporary Fire Hydrant Meter Agreement equipment required; procedure to open and close Town Fire Hydrants; one day rentals if applicable; extended rental deposits; required meter readings; billing rates and agrees to pay invoices upon receipt and/or agrees to pay collection expenses and/or attorney fees due to default or failure to fully comply with this agreement. The applicant shall be responsible for any damage(s) to the fire hydrant and/or water system. Any deviation from this agreement without written permission of the Town of Collierville will be construed as a violation of Collierville Codes Title V, Chapter 51. Specifically, 51.52 and/or 51.98 – Violations (A) It shall be unlawful for any person to violate any provision of this chapter. For complete review of Town Code of Ordinances, visit [www.colliervilletn.gov](http://www.colliervilletn.gov).

Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

## Temporary Fire Hydrant Meter Agreement

**Applicant Name (Print):** \_\_\_\_\_

**SS# or DL#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Or

**Business Name (Print):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Tax ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**RETURNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*\*\*\*OFFICE USE ONLY ~ DO NOT WRITE IN THIS BOX ~ OFFICE USE ONLY\*\*\*\*\***

**Meter Serial #:** \_\_\_\_\_ **Size:** \_\_\_\_\_

**Deposit Paid: Cash:** \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Credit Card:** \_\_\_\_\_ (Service Fee Applies) **Receipt / Auth Code #:** \_\_\_\_\_

**Initial Meter Reading:** \_\_\_\_\_ **Signature @ Initial Rental:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ending Reading:** \_\_\_\_\_ **Signature @ Meter Returned:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reference Town of Collierville Public Services Check Request # PS-** \_\_\_\_\_ **for deposit refund**