

## POPCORN MACHINE RENTAL AGREEMENT

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**POPCORN MACHINE OPERATING INSTRUCTIONS:** Please follow the directions below for making delicious popcorn for your event. If you have any question, please do not hesitate to contact us at (575)835-5050. We hope you enjoy your popcorn and have lots of fun!!

**Important Precautions** • Machine needs to be plugged into a 110-volt dedicated circuit to operate properly. • Always have the kettle motor switch OFF when not popping corn. • The kettle will get very hot! USE CAUTION ALWAYS. • Water must NEVER be put on the popping KETTLE! • Never lift machine from the top section. Machine is heavy and it must be lifted from the base by at least 2 persons. •

**Damage to machine will be billed at replacement cost.**

### **Popping**

1. Plug in machine. Turn on two switches.
2. Allow kettle to warm for approximately 2 minutes.
3. Cut off top of one plastic popcorn pack. Dump entire contents in kettle. (**DO NOT OVERFILL: only pop one popcorn pack at a time.**)
4. Pull the kettle lid downward from the top of the cabinet to cover the kettle. DO NOT FORGET TO COVER THE KETTLE OR THE OIL AND POPCORN WILL IMMEDIATELY SPRAY OUT ALL OVER THE SIDES OF THE MACHINE.
5. While the corn is popping open the plexi glass doors slightly to prevent fogging.
4. Popping open the plexi glass doors slightly to prevent fogging. Keep front operator doors slightly ajar to prevent fogging. Keep hopper door at “out” position to aid in catching stray popcorn.
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- 6.
7. Popcorn will pop quickly, and when the popping ceases, , usually when 3-4 seconds lapse between pops. Then pour remaining popped corn from kettle by rotating handle clockwise 1/3 turn and pulling downward. TURN BOTH THE KETTLE HEAT AND MOTOR SWITCH OFF.
8. Repeat steps 1-5 for additional batches.
9. Turn KETTLE switch to OFF position when finished preparing popcorn; POWER or LIGHT switch may remain ON to display and heat popcorn.

**KETTLE WILL BE HOT!** Please be sure to avoid direct contact with the kettle during the popping process!

### **Kettle Care**

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1. Wait at least one hour until the kettle has completely cooled. The kettle can be very hot - USE CAUTION.
2. Wipe all oil off the inside and outside of the kettle with a DRY clean soft cloth.
3. Use brush to remove excess popcorn, salt and seasonings when cleaning.
4. Use Clorox wipes and pat dry with paper towel to wipe out the inside.

**Kettle Removal**

1. Make sure unit is NOT connected to a power supply. UNPLUG power cord.
2. Unplug the kettle pigtail from the socket located in the chassis of the machine (ceiling).
3. Pull the clip off the hinge pin.
4. Pull the hinge pin out of the kettle hanger to free kettle.
5. TO INSTALL: Reverse steps 1-4.

**NOTE:**

**Supplies for machine will not be provided.**

**Please return Popcorn machine back to Auxiliary Office the same way you received Popcorn Machine. Nice and Clean.**

**Any damage or must be reported immediately.**

**Renter is responsible for any damage or mishandles to machine and the cost of any repairs or replacement.**

**Please return by 4:30pm day of rental.**

**Upon approval, renter must sign contract with Auxiliary Services acknowledging conditions for rental.**

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Renter:** \_\_\_\_\_ **Phone #(s):** \_\_\_\_\_

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