Event Rental Policies

Delivery & Pick Up:

Delivery and pick up are available at reasonable rates. Deliveries are made to a loading dock, door or garage that is immediately accessible to our trucks. Supplemental charges will be billed for deliveries involving stairs, elevators and excessive distance from the truck.

Our "normal" delivery times are 9:00 am – 5:00 pm Monday-Saturday. All deliveries require a signature of responsible party upon receipt of inventory. Equipment must be re-stacked and ready for pick up in the same place it was delivered. Set-up and take-down service is also available by prior arrangement, at an extra charge. Drivers are not authorized to move client's personal property.

Damage & Missing Items:

Customer will be charged the replacement cost for burnt or stained linens due to candles, oils, ink marks, items containing dye etc. Missing items including boxes and crates will also be charged. The rental fee is separate from the replacement charge. All paid-for damaged items must be picked up within 30 days or unclaimed items will be discarded. Customer is responsible to verify all counts, as you will be charged for any missing items. Our counts are final.

<u>Cleaning:</u>

All glass, china and silverware must be rinsed and returned to their original containers. A 25% cleaning fee will be charged to all items returned dirty.

Linens:

Table linens will be inspected for damage. The customer will be charged a replacement cost for missing items and damage such as candle wax, burns, tears or unusual stains such as dyes and ink marks. All special order linens require a security deposit at the time of reservation and a three week advance notice required.

Deposit and Reservations:

Site visits are available. Please call for information.

We require a 33% deposit to reserve each order. We accept most major credit cards, checks or cash. To change your order, please do so before truck is loaded for delivery. To cancel your order notify us at least one week in advance to avoid additional charges.

<u>Questions?</u>

We are constantly adding to our rental inventory. If you don't find what you are looking for on our list, please call us. If we don't have it, we'll help you find it!

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