

Shadow Mountain Events

Off Site - Rental Agreement

Reservations:

1. Inventory availability is not guaranteed until first half payment is received.
2. Second half payment to be paid no later than 15 days prior to event date.

Replacement Cost Schedule per Item:

Round Tables \$150, Coffee Urn \$150, Banquet Table \$100, Chaffing Dishes \$60.00, Chairs \$25, Linens \$25, Glass Beverage Server \$50, Pitchers \$15.00, Double Tap Jockey Box \$500,

Rental Period: The rental period is typically per 24 hours with an allowance for delivery and pick-up on either side of the event date. Please inquire about rental periods that exceed the typical rental period.

Cancellation Policy: Final rental numbers are due with the second payment 15 days prior to the event date. Cancellations made after the second payment date will incur a 50% cancellation fee. Cancellations within 15 days of the event date are **non-refundable!**

Delivery and Pick-up:

1. Delivery fees will be calculated at \$0.57/per mile each direction separately for pickup and delivery with a minimum charge of \$50.00. Delivery and pickup will be itemized on your agreement.
2. For some items you do have the option to pick-up and return the items yourself.
3. Free delivery and pickup on min. orders of \$500 (rental items only-does not include taxes)
4. All rental items will be delivered to a conveniently located ground floor location. The items will be picked up from this same location. For delivery to or pick up from beyond this location a setup charge may be applied.
5. **Delivery and pick up does not include setup or teardown.** If you'd like use to hire help for setup or teardown, please inquire and we are happy to make some arrangements.

Equipment Care:

1. All equipment will be delivered clean and ready to use.
2. Non-dishware should be returned to the delivery/pickup location in clean and wiped off condition.
3. Dishware should be scraped free of food and returned to the original packaging.
4. A cleaning fee may be assessed against the damage deposit for overly dirty items.
5. Once we have cleaned and counted all items you will be notified of any charge for broken or lost items; you will be charged replacement cost for these items.

By signing below, you confirm that you have read this rental agreement and agree to the conditions set forth.

Printed Name: _____

Printed Name: _____

Billing Information: _____ **Event Information:** _____

Name: _____ **Event Name:** _____

Address: _____ **Address:** _____

City/State/Zip: _____ **City/State/Zip:** _____

Telephone: _____

Qty	Product Description	Amount Each	Total Amount
	White Lifetime Folding Chair	\$2.00	
	White Lifetime 60" Round table (seats 8)	\$6.00	
	White Lifetime 8' Long Table (seats 8)	\$6.00	
	85"x85" Table Linen's in Black, White or Ivory	\$6.00	
	Linen Napkins	\$0.50	
	3-Gallon Beverage Dispensers	\$10.00	
	Chafing Dishes	\$15.00	
	60 Cup Coffee Maker Urn	\$10.00	

Subtotal: _____

Delivery Fee: _____

Tax: _____

Grand Total: _____

1st Half Payment: _____

Balance Due (15 Days) Prior: _____