



FULL SERVICE EVENT RENTALS

RENTAL POLICY AGREEMENT

INVOICE NUMBER: _____

INITIAL: _____

297 Honey Road, Colborne, ON K0K 1S0
905.355.2765

RENTAL CONTACT

TERMS AND CONDITIONS

RESERVING EQUIPMENT

Quotes do not guarantee availability of rental equipment. Equipment and items will be reserved only upon receipt of 30% NON REFUNDABLE deposit (cash, cheque or credit card). Equipment cancelled less than ten days from event will be charged full rental price.

FINAL PAYMENT

Client must provide Encore Tents with a final count 10 days prior to event at which a final invoice with balance due will be provided. Full payment is due prior to the event upon delivery. An order is considered complete 7 days prior to scheduled event. No changes can be made after this time.

SITE PREPARATION

Please be sure your site is ready (i.e. lawns mowed, vehicles out of the way, etc.) before crew arrives. Clients will inform Encore Tents of the existence of any underground utilities (i.e. phone or gas lines, septic system, etc.), or conditions that may interfere with the ability to stake and/or anchor equipment. Client assumes all responsibility for all damage to underground equipment in absence of such notice.

DELIVERY AND PICK UP

A delivery charge is added to all orders. All fees are based on tailgate delivery and charged by geographic location. Additional delivery charges will occur for second floor or higher delivery location, excessive distance for loading and unloading trucks. Delivery fees quoted may change after site inspection. All items will be delivered and picked up at a designated location. The client should be able to count all items upon delivery otherwise the counts will be considered adequate. Please be sure all equipment is secure when not in use and protected from weather.

CLEAN UP/PREPARATION FOR PICKUP

All floral arrangements, trash, and decorations of any kind should be removed from tent before pickup time. All chairs and tables should be stacked as delivered. All dishes, glassware and cooking equipment should be returned to proper rack or container and assembled at a single location for pickup. Dishes, glasses, and flatware must be well rinsed and food and particle-free. Stoves, ovens, and grills must be returned clean. Linens should also be food and particle-free and be shaken out and put into laundry bags provided. Linens that are returned with burns, holes, tears, or permanent stains will be billed at replacement cost.

WEATHER

Client understand that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain; however there may be situations, particularly those involving strong winds and lightning, in which the tents will not provide protection and may even be damaged or blown over. Evacuation of tents to avoid possible injury is recommended when severe weather threatens the area where the tent is erected. People must leave the tents and not seek shelter in tents during such conditions. Because it may be difficult to determine if the weather is severe enough to necessitate evacuation, it is best to err on the side of caution. In other words, if in doubt, evacuate. It is the client’s responsibility to be aware of changing weather conditions and to exercise their best judgement with regard to the evacuation of the tents.

INDEMNIFICATION AND DEFENSE

Client agrees that if legal proceedings are brought against Encore Tents for compensation for personal injuries or property damage arising out of the event, client will indemnify Encore Tents and its employees against any judgements which may be rendered against them except for judgements on claims which arise out of the negligence, gross negligence or willful acts or omission of Encore Tents, its agents, servants or employees.

ADDITIONAL CHARGES WILL APPLY IF

- (a) The site is not ready or accessible when the crew arrives
- (b) The tent and rented equipment is not ready for prearranged pickup
- (c) Delivery or pickup is from any location other than ground level (upstairs or downstairs)
- (d) All chairs and tables are not stacked and bagged as delivered
- (e) Food service items are not rinsed food-free
- (f) All additional equipment (stoves, grills, ovens, etc.) is left dirty
- (g) Site requires custom tent installations (i.e. on asphalt, decks, immovable obstructions, etc.)
- (h) Any items are lost or damaged

Building and fire permits if required are the responsibility of the client to obtain and assume all costs involved.

Be sure all equipment is returned according to these TERMS AND CONDITIONS. The client is solely responsible for any additional charges incurred as a result of failure to meet these conditions. All collection fees, attorney fees, court costs, or any expense involving the collection of rental charges will be the client’s responsibility. I have read and agree to the above TERMS AND CONDITIONS and acknowledge receipt of same.

CLIENT SIGNATURE

DATE

NAME LISTED ON CREDIT CARD

CREDIT CARD #

EXP #