

The Rental Place

“The place for all your party rental needs!”

8650 Nesbit Ferry Road * Alpharetta * Georgia * 30022 * 770-594-9000

www.AtlantasRentalPlace.com

Policies

RENTAL RATES: Rental rates are based on time out, whether used or not used and are based on a one-day usage. You may pick up one day prior to your event and return one day after during normal business hours. Special rates are available for longer periods.

RESERVATIONS: A 50% non-refundable security deposit is required to secure a reservation. We accept cash, personal check and major credit card (Visa, MC, Discover & Amex). We must have a credit card on file for all rentals regardless of method of payment. The remaining balance for deliveries will be due one week prior to delivery date. For tent reservations the balance is due 14 days before delivery. In store pickups balance is due upon pickup.

CANCELLATIONS – Two weeks notice is required on all cancellations to receive a store credit. All orders cancelled with less than 14 days notice will forfeit their 50% deposit.

DELIVERY: Delivery may be available based on minimum orders and distance from the store for a fee. Delivery is to ground level (garage or loading dock within close proximity to the delivery vehicle) during normal business hours. Pre-arrangement and additional fees are required for deliveries before or after normal business hours or to remote or difficult locations (ie, back yards, decks, elevators, basements, etc). Tables & chairs should be folded and stacked neatly ready for pick up in a single location UNDER COVER. Please make sure we have correct contact information for delivery and pick up day. Person in charge of the event must be onsite for set up instructions. We only set up once!

CLEANING: All catering equipment, china, flatware, glassware, chafers, etc. must be rinsed free of all food, repacked in same containers as received, and placed in a single location. Items not rinsed are subject to additional cleaning fees. Linens should be dry, free of debris/décor, and placed in linen bag provided. If the linens are damp let them air dry before placing in bag as mildew can develop quickly. Candle wax and mildew are nearly impossible to get out. Replacement fees will be charged if this occurs.

LOSS & DAMAGE: Keep all items out of bad weather and secure. Please be aware that the customer is responsible for all equipment until returned to our store or picked up by our staff. You are responsible for all equipment missing or damaged at replacement costs. **Replacement costs for damaged and missing items will be billed to the card on file after customer is notified of costs.

SET UP & TAKE DOWN: Set up and take down of rental equipment may be available at a reasonable charge. Prior arrangements MUST be made for this service to allow proper staffing and time.

Payment of deposit constitutes acceptance of The Rental Place policies and conditions. See contract for complete details.

THANK YOU FOR YOUR BUSINESS!

Signature _____ Date _____

Please print contract name _____

Contract # _____ Phone# _____