



The Rental Place Delivery Form

Please Fill out as accurately as possible. Additional fees may apply depending upon responses.

Event Date:

Event Time:

Contract Name:

Delivery Address:

City:

Zip code:

Type: Residence Business Event Facility Other: _____

Name of Residence: _____ Name: _____ Name: _____

Onsite Contact Name: (1) Name:
Phone Number:

(2)Name:
Phone Number:

Time Restrictions for delivery or pick-up?

Delivery:

Pick-Up:

Location of Delivery (garage, patio, backyard, etc.):

Is the driveway accessible by box truck? Yes No

Distance from parking to location of delivery?

Stairs? Yes No **Explain:**

(*Additional fees will apply*)

Freight Elevators? Yes No

If Yes, what are the dimensions (length, width, height)?

(*Additional fees will apply*)

Distance from Loading Dock to Elevator?

Can we use a Dolly? Yes No

Delivery is to ground level (garage or loading dock within close proximity to the delivery vehicle) during normal business hours (M-F 9AM-5PM*SAT 9AM-1PM*CLOSED SUNDAY). There are additional charges for transporting equipment long distances by hand, moving furniture or other obstacles, climbing stairs, decks, utilizing elevators, etc. Specified time & before/after hours deliveries can be arranged for an additional fee. Since each delivery is unique in nature, so are the charges associated w/this service. We prefer to deliver one day prior to the event to allow clients additional prep time & serve all our customers needs. The Rental Place does not charge clients for this additional time, because of the convenience it provides the client and The Rental Place.

We prefer to pickup the next business day following your event. For sanitary reasons, all dishes, glasses, serving pieces must be rinsed, food free, and re-packed in the same containers as delivered. The Rental Place employees do not pickup trash. Garbage must be disposed of from rental garbage containers prior to pickup. If you have rented only a tent from us, please remove everything from under it after your party. We will charge an additional pickup fee if we have to return to collect the items. All items must be assembled & left in the manner it was delivered by The Rental Place to avoid additional fees. Please call for a more accurate quote. Please allow time to check and verify your rental items when you pick them up or when they are delivered. No credit will be given for unused equipment once it has been delivered or picked up by the client.