

Rental Confirmation Agreement

Customer agrees to the following rental policies applying to their rental.

Initial _____ **Deposit Policy**

Weinhardt Party Rentals requires a cash or credit card deposit to confirm all rentals. Once a reservation is confirmed, no cancellations are allowed without forfeiting the deposit. If the order is cancelled within 48 hours of the delivery or pick up date, the customer is responsible for the full cost of the rental. All deposits are held separately from the rental total until after the event is over. Provided there are no missing items, damages, cancellations or other incidentals, the deposit is fully refundable.

Initial _____ **Identification Requirements**

All customers are required to have valid state or government ID when picking up equipment. Customer must be at least 18 years of age with valid state driver's license, state identification card, military ID, or US passport.

Initial _____ **C.O.D. Payment Information**

For delivered or customer pick up orders, payment must be available up to 48 hours prior to the delivery or pick up date. Payment is accepted in cash or credit card only. No personal checks are accepted.

Initial _____ **Customer Pickup/Loading & Delivery Terms**

Weinhardt Party Rentals is happy to assist you with loading or unloading of your vehicle when picking up or returning equipment. Weinhardt is not liable for any damage to vehicle during this process.

OR

Delivery and pick up times are not guaranteed without a timed delivery at an additional charge. Weekday and Saturday delivery times may vary. All delivery charges are based on a first floor delivery. Customer or venue representative must be present to check in delivery. Customer is responsible for all equipment on order until picked up.

Initial _____ **Rental Changes**

All changes to reservations must be approved 48 hours prior to delivery or customer pick up. You may change the quantity of an item to no more than 20% less however we do not allow the full cancellation of the item or a penalty may apply. Tents, specialty or wedding items cannot be cancelled without paying the full cost of the item.

Initial _____ **Labor Description**

Set up & take down of Weinhardt equipment is not included in cost. We can provide this service for \$1.00 per table, \$1.00 per linen, \$0.30 per chair, and custom labor charges for specialty items.

Initial _____ **Cancellation Policy**

Once a reservation is confirmed, no cancellations are allowed without a cancellation charge appropriate to the order. If an order is cancelled within 48 hours prior to delivery or pick up, the customer is responsible for the full cost of the rental.

Initial _____ **Linen Care & Acknowledgement / Green Mesh Linen Bag**

Customer acknowledges responsibility for all stains or damages to linens. Candle wax and mildew will cause permanent stains and customer is responsible for the full replacement cost of the linen. Wet or damp linens should be dried before pick up to help prevent mildew damage. Due to laundering and dye lots, Weinhardt's is not responsible for minor color variations. Please shake out all debris from linen before returning. Please return all linens in mesh bag to help protect linens. Mesh bag must be returned with order or charge of \$10.00 per bag will be assessed.

Initial _____ **Discrepancies**

At the time of delivery or pick up we ask you go through and verify you have received all of the correct items before departure. If there are any discrepancies with an order, we must be notified as soon as possible to rectify this for you. For all emergencies please call (314) 822-9000 and press #5 and our emergency team will be alerted.

Name _____

Order # _____

Signature _____

Rental Date _____

Date Signed _____