

RENTAL POLICIES & PROCEDURES

Reservations recommended to guarantee availability

PRICING AND ORDERING

PLEASE NOTE THAT 6" RENTALS are priced as EVENT RENTALS, NOT DAILY RENTALS. That means our pricing includes one day to pick-up (or be delivered), **one day of use** and one day to return (not including Sundays or Holidays).

Rates subject to change without notice; however, reservations honored at price quoted.

**AVAILABILITY SUBJECT TO QUANTITIES ON HAND
RESERVE EARLY!**

RESERVATIONS

Non-refundable deposits are required as follows:

If we become fully booked for a specific item which you have reserved, we will call you to confirm your reservation. Upon confirmation you will be asked to pay a **non-refundable 50%** deposit on the total rental of that item to secure your rentals items for your date – **no exceptions**. *All rentals must be paid in full 14 days prior to event.*

Tent reservations will be confirmed 60 days prior to the reservation date. Upon confirmation you will be required to pay a non-refundable 30% deposit for the tent rental. If rental is under 30 days, a non-refundable 30% deposit will be required at the time of reservation.

Our specialty linens are shipped one week prior to your event (to help keep shipping costs down). Therefore once your order has been shipped, it cannot be cancelled or changed.

Linen rentals must be paid in full at time of order – if shipping cost is not included, shipping to be paid at time of pick up.

Security Deposits - In addition to the rental charge, rental items require a separate security deposit. Security deposits may be paid with cash or check only and will be refunded to you if the equipment is returned in good condition and all rentals items are accounted for after cleaning.

Security deposits are returned by mail.

RESPONSIBILITY FOR EQUIPMENT USE

Responsibility for the rented items remains with the customer from the time of possession to the time of return, regardless of fault.

Additional fees are charged for damage and loss.

You shall be responsible for all associated replacement costs, including labor, cost to repair or replace the items. If item(s) are not returned clean, a cleaning charge will be imposed and deducted from security deposit.

DELIVERY

6" of Celebration will do its best to accommodate your delivery window; however, delivery and pickup times are at 6" convenience and are not guaranteed. Delivery is available at a nominal fee in our regular delivery area Monday through Saturday, between 9:00 AM - 5:00 PM. Our delivery personnel are instructed to neatly stack all items in a **mutually** convenient place on delivery. Rates quoted are for ground floor deliveries to your door. Setup and takedown is available if arranged in advance with our staff.

Delivery & pickup slots are available **AM** (b/t 9 AM – 12 PM) or **PM** (b/t 1 PM – 5 PM) until the delivery/pickup slots for that day are filled.

Deliveries & Pickups can be scheduled anytime outside our regular business hours and on Holidays. Pricing for this service begins at an additional \$50 and can increase based on time, location and size of order.

Any scheduled after-hours or Sunday/Holiday deliveries & pick ups will be subject to additional charges. Check requirements of your venue when booking event.

CODE RED! DELIVERY/PICKUP SERVICE

Deliveries and Pickups can be scheduled for more specific times with our **Code Red!** service. The charge for this service is an additional \$50 to your delivery charge, and will guarantee a delivery/pickup window of your choice (if **available**) b/t 9 AM – 5 PM, Monday – Saturday. This service must be arranged prior delivery/pickup and is based on availability.

SETUP & STRIKE (TAKEDOWN)

Upon delivery and pickup, our driver can setup & take down tables and chairs for you. Pricing for this service is billed at an hourly rate. This service must be arranged for prior to the day of delivery/pickup.

PICKUP

Linens should be returned in the boxes you received them in or the duffle bag depending on which linen vendor you chose. Damage and or cleaning fees will be charged for candle wax, stains, burn holes, tears, and excessive mold or mildew as assessed by the linen company.

LINENS ARE DUE BACK ON THE DATE FOLLOWING YOUR EVENT (EXCLUDING SUNDAYS) AT 10:00 AM – NO EXCEPTIONS. CUSTOMER IS RESPONSIBLE FOR TAKING LINENS TO FEDERAL EXPRESS LOCATION IF RETURN CRITERIA NOT MET (pickup call tag from shop first).

Tables and chairs should be folded down and stacked and ready for pickup in the same area they were delivered. **CHAIRS TO BE STACKED WITH CUSHION FACING UP – 20 HIGH.** Items not meeting these conditions are subject to additional hourly fees, NO EXCEPTIONS.

TENTS

Tent rental includes local delivery and set up and take down. Normal delivery fees apply to out of city limits.

All tents have been treated for water repellency but cannot be guaranteed to be absolutely waterproof. 6" has the right to charge a reasonable sum, as determined prior to installation for any surface that requires drilling necessary to install tent. All necessary surface repairs shall be the responsibility of the renter. 6" will not be held responsible for damage to overhead or underground wires, irrigation systems, septic tanks or systems or any other underground or hidden obstruction. Renter will hold 6" harmless any damage(s) while at location.

RENTAL PRICE LIST

All rentals subject to delivery charges.

Set up/strike - \$25.00 per hour

(REFUNDABLE)

ITEMS	Rental price	Security Deposit
Disco Ball & Motor	\$ 25.00	\$ 100.00
Disco Ball Light	\$ 15.00	\$ 50.00
Balloon Air pump	\$ 25.00	\$ 100.00
Ambient Up-Lighting & Customized Gobo	See party specialist	Spot lighting \$75.00 Up lighting \$15
Spotlighted Messages	for details	each
Bubble Machine	\$ 5.00	\$ 50.00
Sound System (do it yourself)	\$ 100.00	\$ 750.00
Additional sound system items available – see clerk		
Black arch	\$ 10.00	\$ 75.00
Flower baskets (pair)	\$ 20.00	\$ 100.00
Italian Water Fountain	\$ 75.00	\$ 100.00
Heart/Star Balloon Arch	\$ 25.00	\$ 50.00
(includes balloons)		
Bird cage (for card safety)	\$ 5.00	\$ 50.00
Sandstone Urns Flat (pair)	\$ 20.00	\$ 100.00
Sandstone Urns Tall (pair)	\$ 20.00	\$ 100.00
Sandstone Columns (pair)	\$ 25.00	\$ 100.00
Assorted Urns (pair)	\$ 10.00	\$ 50.00
Lamp posts (pair) black /white	\$ 10.00	\$ 50.00
Candelabra (pair)	\$ 25.00	\$ 100.00
PER ITEM		
8' Banquet tables	\$ 8.00	\$ 8.00
6' Banquet tables	\$ 6.00	\$ 6.00
Round tables (seat 10)	\$ 12.00	\$ 12.00
Cocktail tables	\$ 15.00	\$ 15.00
White Wedding Chairs	\$ 2.50	\$ 2.50
Chair Pad Replacement	\$ 25.00	
Red Carpet-6'x 40'	\$ 50.00	\$ 250.00
(includes cleaning fee)		
Tent – 40 x 40	\$ 750.00	
Tent – 40 x 60	\$ 1000.00	
Tent – 40 x 80	\$ 1500.00	
Tent – 40 x 100	\$ 2000.00	

Effective 3/15/2009