



917 600-5902

20-29 38th St
Astoria NY
11105

Rental Contract

Date _____

Rules and Regulations

1. All rentals are the responsibility of the renter indicated on this contract during the time of drop off to the end of the event and pick up. We will inspect the items with you when we drop off and pick up to make sure that everything is in good condition. This includes pick up only customers.
2. A valid credit card is needed to reserve your rental. A copy of the following is required: Valid Credit Card (Front and Back) and a copy of a valid ID. In the unlikely event that there is any damage (big or small) to any of the rental pieces, the card on file will be charged the amount of the damaged or lost item. Copies are required for clarity and security purposes. Please note, we do not process any fees unless there is damage s to the rental upon and it will be discussed to you before we do so.
3. All pick-ups will be at the time indicated on the invoice along with the client signing this contract. Please be aware, if your event goes over the time requested below, an additional \$25 fee will be charged per half hour of waiting time. Please have all rental pieces ready for pick up at the agreed upon time.
4. Pick Up Hours – no later then 1am no exceptions
5. All rentals are solely for the guest of honor. If we arrive and the furniture is misused in any way (either by the guest of honor or other guests attending the event), an additional charge of \$50 for damages will be incurred. Please don't have drinks or food near rentals. If there are any marks found (from misuse, food or drinks), we will charge for the cleaning. If the damages are to the point where it stains, the full amount of the rental will be billed to your account. See below a list of our full pricings for all rentals if damages are incurred.

Benches	\$1500 ea.
Blue and Silver Velvet Crown	\$1800 ea.
Crown Chairs	\$500 ea.
Lion Head Chairs	\$800 ea.
Chair Tufted	\$800 ea.
Diamond Back Chair	\$800 ea.
Wicker Bench / Rocking Chair	\$300 ea.
Ghost Table	\$800 ea.
Porter Chair	\$800 ea.
Black and White Tuxedo Chairs	\$800 ea.

All White Crown Chairs \$800 ea.

Ivory Linen Couple Bench \$800 ea.

Candy Station – pricing varies depending on what items are included in your rental (we will take a picture and all items must be present when we pick up)

****FOR ALL TABLE RENTALS** – Lit candles are not permitted on the tabletop as the wax will ruin the tables. Additionally, when cleaning the tables, please **ONLY USE WATER AND PAPER TOWELS**. All other chemicals are too harsh and will cause permanent damages**

6. The downpayment of \$100.00 (one-piece rental) or \$200.00 (2 piece rentals) are non-refundable. This is used as a downpayment for the date for your event. The downpayment is then deducted from your total rental amount and the balance is due within in one week of your event date. If the final invoice is not paid in full, we will not deliver the rental pieces to you and your contract will be voided. If your event is moved to another date, we can reschedule your rental for you, if available. If the new date requested is not available or you cancel your reservation, we do not return the deposit. The deposit is kept by the company, no exceptions.

7. Tolls and distances further away than indicated as per this contract, you will be charged an additional fee on the amount of toll, mileage and fuel is used at 4x times the rate. Our company is located in Queens. We travel the distance back and forth (4 times) to get to delivery and pick up the rentals.

8. We don't take furniture up/down multiple flights of stairs. These are high end heavy pieces and cannot be brought into a small area or elevator. Liability is key and safety. If we get there and we cannot fit the piece through the entryway, we will have to return the furniture to the warehouse and the client will not be refunded. No exceptions. Please advise with us if there will be stairs at your event after reading this contract, which will incur an extra charge of \$35.00 or you must have someone come and pick up the item from the street level. If we arrive at your venue and are not notified prior that there are stairs, there will be an additional charge of \$50.00 due upon delivery or **PLEASE NOTE:** Our delivery services do not include going through multiple hallways, around buildings, or long distances between the venue and the truck.

9.All rentals are for indoor use only. Due to weather conditions and damages that can occur outdoors, we prefer to not utilize the rentals outdoors. If for some reason there is damage in any way due to the location of the rental, we will charge your card full price of the Chair or Bench. Rentals are for event halls ONLY (no apartments).

10. Please print out and sign this documents as well as provide all copies of documents required and email them back to us. Once the agreement is received with signature and according paperwork, the date will be held for you. An invoice will be sent to you via our secured account through PayPal or freshbook invoicing system. This will be your receipt for all transactions that take place (both the deposit and final amount).

11. For all last minute rentals (a week or less), a non-refundable FULL PAYMENT is required in order to secure the date and rental along with the signed contract, copy of ID and Credit Card. If all required paperwork is not returned in a timely fashion, the rental will be cancelled.

12. Our warehouse is located at **20-29 38th Street**. If you would like to view any of our rentals, an appointment is required.

13. If your event exceeds the pickup time frame indicated on your final invoice and we are not notified beforehand, there will be addition charges as follows: First hour: \$75.00, Two hours and more: \$50.00 per hour. Please note, we don't pick up after the 1 am cut off time.

***Please note, the security of your personal information is our top priority as is the safety and care of the rentals are to us. All contracts and copies of personal information are all destroyed after the rental is finalized and returned. We don't share your information with a third party company nor do we put a hold on your card but if in the unlikely event that the furniture gets damaged then we will charge the card for the damages. ***

*For your safety, a copy of your Driver's License or Valid photo ID with address is required as verification that you are the card holder *

Authorization to bill any money for repair or replacements due to damages done on your behalf.
We will let you know that total with bill of sale.
(only if damages are done while in your care)

Pick Up by Customer at our facility: Rentals are for 24 hours and must be returned the next day. The hours are from 9:30 am to 10:30 am and returned the following day at the same time . A \$100.00 cash deposit is required at the time of pick up and will be returned to you the next day when returning the items on time. keep in mind if you don't bring it in on time the deposit is forfeited and kept on the designated return date. We are not in the warehouse after 11 am and if we have to leave someone here to receive the items then we have to pay them the hourly rate. We keep the whole deposit.

When picking up chairs please come in an empty cargo van or SUV. NO pick up truck or cars. The rental will not be released (if you come to get it in the proper vehicle and you return the piece in another vehicle (where are chair is shoved into and have a hard time getting out you will be charge 100.00 extra because this leads to damage) it's been done so this is why it's mention. NO EXCEPTIONS

IF THIS PART OF THE CONTRACT IS NOT FILLED OUT IN FULL AND A COPY OF ALL DOCUMENTS ARE NOT RETURNED TO US IN TIME, THE ITEM THAT IS TO BE RENTED WILL NOT BE DELIVERED AND ALL DEPOSITS OR PAYMENTS WILL NOT BE RETURNED. CONTRACT WILL BE VOIDED

Full name _____

Home Address _____

Credit Card # _____

Expiration Date _____

CVV2 Code # _____

Billing Zip Code _____

(COPY OF FRONT AND BACK OF CARD REQUIRED)

Driver license I.D # _____

(COPY OF ID REQUIRED)

Full Billing Address (Please include all information including Zip Code)

Event Date _____

Time: From _____ am/pm **to** _____ am/pm

Drop Off Time _____ am/pm

Pick Up _____ am/pm

Time of Set Up _____ am/pm

Event Address (Please include all information including Zip Code)

Email Address _____

Telephone # _____

Alternate Contact # (in case you can't be reach) _____

Desired Rental Piece (s) _____

****PICK UP TIME SLOTS ARE BETWEEN THE HOURS OF 9:30 A.M- 10:30 A.M. RENTALS HAVE TO BE RETURNED THE FOLLOWING DAY AT THE SAME TIME OF PICK UP. A 100.00 LATE FEE WILL INCUR IF THE RENTAL IS RETURNED AFTER 11:00 A.M. PLEASE BE ADVISED, WE CANNOT RECEIVE ANY RENTALS AFTER 11AM AS WE ARE CLOSED. LATE FEES ARE NON-REFUNDABLE. ****

Please note, all fields must be filled in order to process your rental. Do not alter this contract in any way. Send all required information back to us along with the copies of the ID and Credit Card (front and back) as soon as possible to secure your rental piece (s) and date

**If you don't want to give this information you must leave the full cash amount to hold for each item indicated on rental pc and it will be returned to you at the time of returned.

X _____
Please sign (must be a signature not typed)

Date: _____

X _____
if someone else is picking up please have the full name here

X _____
your authorizing this transaction to be paid with a third party

Thank you for using Simply Creative 2 for all your party needs

Event Manager
Wanda Ramos
917 600-5902
www.simplycreative2.com

Florida Location (Pick Up only)
1921 Remembrance Ave
St Cloud FL 34769