



20-29 38th Street,
Long Island City,
NY 11377 (917) 600-5902

Rental Contract

Date _____

Rules and Regulation

_____ **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 or the pickup. We will inspect the items with you at both the drop-off and pick up time that everything is in good condition. It is your responsibility to point out anything that is damaged at time of the drop-off and or pick time. when we deliver if there is no one there to do inspection you forbid the inspection. So please make sure someone is there when it's being delivered.

_____ **2**MUST DO THIS IS OUR POLICY** 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 person that this card belongs to will be responsible for all charges. 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 arrival or pick up and will be discussed with the person responsible before processing. Do not change time on the contract all time is the same as in the invoice that you made a payment on to reserve unless discussed and we agree in writing. If you don't want to provide this information you can leave 500.00 and uphold depending on items requested and then when we get our items back in the same condition we give it to you and on time then we return your deposit. We don't give money back for no reason NO Exceptions so once payment is made we don't give any money back if you cancel the party a credit may apply to another date if items are available up to a year of the date that the rental was made .this depends on the circumstances and discretion of the owner.

_____ **3.** All pick-ups will be at the time indicated on the invoice. Please be aware, if your event goes over the time requested below, an additional \$30 fee will be charged per half hour of waiting time. Please have all rental pieces Cleaned and ready for pick up at the agreed-upon time. NO EXCEPTIONS

_____ **4.** all rentals have a drop off window time usually a time of agreement but sometimes can change depending on traffic, weather or other unforeseen circumstances. Up to 2 hours time frame of the time indicated on the invoice most of the time we are there before the event start time. Someone must be there to accept the items to be left at the place to inspect and accept. If no one is there and we leave the items you are responsible for that item at the time of drop off and depending on if we leave it we would make decisions based on the situation. If not we wait 10 minutes of the time and can leave with the items and your rental will be put on the bottom of the delivery schedule for that date and can receive items after your event has started please take note of this.

_____ **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. The rental piece is for the guest of honor ONLY for the time frame indicated below. 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 piece will be billed to your account. See below a list of our full pricings for all rentals if damages are incurred.

All Benches \$1500 ea.

Single chairs \$900.00

Tables 1000 - up

backdrops 1200.00 and up

all other items have their set pricing that can be proven upon asking

_____ ****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 damage**

NO TAPE- NO GLUE OR HOT GLUE are permitted to use on our rentals

we will charge to the card provided a cleaning fee if we find any of these on the rental pc or if its damage and has to be replaced a full payment for the item will be charged on the card on file. You are responsible for all items rented pick up or delivered from beginning to the end of the event including items that are taken from your guest. (including while breaking down and loading to the vehicle)

_____ **6.** The downpayment of \$100.00 (one-piece rental) or \$200.00 (2 piece rentals or more) are **NON-REFUNDABLE This is used as a placeholder for the date for your event. The down payment is then deducted from your total rental amount and the balance is due within one week or no later than the Wednesday before your event date. If the final invoice is not paid in full by the Wednesday before the date, we will not deliver the rental pieces to you and your contract will be voided and no money will be given back no exceptions. If your event is moved to another date, we can reschedule your rental for you, if the date and items needed are available. If the new date requested is not available or you cancel your reservation, we do not return the deposit or all money placed on rental, no exceptions. Once the down payment is made we don't give money there is no grace period for this transaction.

_____ **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 us if there will be stairs at your event after reading this contract, which will incur an extra charge of \$75.00. If we arrive at your venue and are not notified prior that there are stairs, there will be an additional charge of \$75.00 due upon delivery. we don't take any rentals up or down flight . We take it to the front of the venue or building and you will be responsible to take it in your venue or building and return it back to the curbside after your event is over at the time indicated on your invoice. We will discuss this at the time of signing the agreement.

PLEASE NOTE: Our delivery services do not include going through multiple hallways, around buildings, or long distances between the venue and the truck. Curbside Delivery can be done if these apply. That means someone will have to be there at a set time to take items into and out of the area also return to the same delivery spot after the party is finished NOTE ** we don't wait for anyone more than 10 minutes due to other deliveries on schedule. We don't rent our items that go into apartments,

apartment buildings. and private homes. Venue and outdoor backyard MUST have a tent. No tent we will not leave the items rented and you forfeit your rental for the time and date. PLEASE READ THIS CAREFULLY THIS IS POLICY NO TENT NO ITEMS LEFT and we will return all items back to the warehouse. Our items are very costly and can get damaged with weather factors. (Rain, Hot Sun, Wind and Snow)

_____ **9.** Please print out and sign this document as well as provide all copies of the documents required and email them back to us. Once the agreement is received with signature and according to paperwork, the date will be held for you. An invoice will be sent to you via our secured account through PayPal or another invoicing system. This will be your receipt for all transactions that take place (both the downpayment 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 canceled

_____ **12.** Our warehouse is located at **20-29 38th Street Astoria NY 11105 unit #1C.** If you would like to view any of our rentals, an appointment is required. Please text and call before coming.

_____ **13.** If your event exceeds the pickup time frame indicated on your final invoice and we are not notified beforehand, there will be additional charges as follows: First hour: \$75.00, Two hours and more: \$100 per hour. Please note, this does not include the extra \$25.00 per hour for after-hours times (1:00 am and later).

_____ **14.** Please note when you provide the drop off time and someone is not there to receive the merchandise we will use our discretion to leave it or bring it back. You are still responsible for the items that are unattended at the place until and after you get there If we have to bring it back it will be after we do our other schedule deliveries this maybe after your event has already started. Please make sure someone is there to receive everything also if the party time changes from drop off or pick up times the day of the event date there will be a fee to return or to move our schedule around to accommodate your needs. The fee is 75.00 extra and will be charged on the card you provided and if we can accommodate because there are other deliveries already scheduled. We cant change schedules at the last minute unless there is a slot available for the change Keep in mind we like everything to run smoothly as possible the day of your event but we have more deliveries other than yours to deliver to.

_____ *******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 3 months 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 amount of the damages. *******

_____ ***For your safety, a copy of your Driver's License is required as verification that you are the cardholder and an authorization form must be signed by the owner or the card ***

_____ **Authorization to bill any money for repairs or replacements due to damages done on your behalf. We will let you know that total with a 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. A \$75.00 a day fee will be billed to you if not returned on the designated return date. and time.

9:30 am to 11 am pick up time and returned the next day at the same time 9:30 am -11 am

When picking up chairs please come in an empty cargo van or SUV or box truck We don't allow the chair to be picked up with a pickup truck or a car. 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 charged 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

Must be by the Wednesday before the set event date

Today's date _____

Check one

____ I hereby Authorize this card to be used for the downpayment required and full payment as the individual cardholder

____ as the com

I: Full name _____

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 reached) _____

Desired Rental Piece (s)

**PICK UP TIME SLOTS ARE BETWEEN THE HOURS OF 9:00 A.M- 11:00 A.M. RENTALS HAVE TO BE RETURNED THE FOLLOWING DAY AT THE SAME TIME OF PICK UP. A \$35.00 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. Signing this gives us the authority to charge the card if there are any damages to our rental items also to put the items on hold which are nonrefundable if there is a third party picking up items for you it must be indicated on the contract. That you authorized the transaction. If you don't provide a sale tax ID number or EIN number we must charge sales tax. A copy of the Documents must be provided as well as a credit card or debit card and ID as well. ONE TIME ONLY to put on file for future rentals

Vendors Only

sign here to authorize to put this information on file and kept on file for future rentals

EIN Number _____ Date _____

X _____
Vendor(s) only Please sign here (Must be signed not Typed in)

X _____ Date: _____
Customers Only Please sign (must be a signature not typed)

Third-Party authorized to use card Company Name or person(s)

X _____ Date: _____
sign not typed

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

Event Manager
Wanda Ramos
www.simplycreative2.com