

Layaway



Event<sup>LLC</sup>  
CENTRAL  
eventcentralva.com



9912 Hosier Street, Newport News  
757-873-1244

Rental Prices



## PARTY & WEDDING EQUIPMENT

Aisle Marker, gold.....	7.50
Aisle Marker, silver.....	7.50
Aisle Post (potted w/ top & bottom arr. 3' or 5' tall).....	10.00
Aisle Runner, 50'-125'.....	\$15.99-\$39.99
Aisle Runner Puller, brass.....	5.50
Aisle Runner Puller, silver.....	5.50
Alter arrangement w/columns, draping,&arr. (wh or iv)	100.00
Arch, bamboo.....	65.00
Arch, silver, brass, or white (round top).....	25.00
Arch, white, (heart top).....	35.00
Arch, garden, white resin, round top.....	25.00
Arch, garden, white resin, round top (decorated)	35.00
Arch, garden, white resin, square top.....	35.00
Bar, serpentine – white, ivory, or black skirts.....	28.00
Bird cages or card boxes.....	many to choose.... 5.-10.
Cake stand, silver stainless 14"X14" rnd or squ.....	10.00
Cake stand, silver stainless 18"X18" rnd or squ.....	10.00
Cake stand, silver stainless w/mirror, 21"x21" squ	20.00
Candle lighter, brass.....	5.50
Candle lighter, silver.....	5.50
Candelabra, brass or silver 7-lite adj. pr.....	25.00
Candelabra, white 7 lite pr.....	25.00
Candelabra, silver 9 lite adj pr.....	25.00
Candelabra, spiral, silver 15 lite adj. pr.....	25.00
Candy vases (assorted).....	3.50
Carpet Runner 4'x25' cream or red.....	25.00
Carpet Runner 4'x50' cream.....	50.00
Charger plate (assorted colors).....	.75
Column, brass 38".....	5.00
Column, white 2' plastic resin.....	5.00
Column, white 4' plastic resin.....	10.00
Column, white 6' plastic resin.....	15.00
Column, white 8' plastic resin.....	20.00
Guest book stand, white top/brass bottom foldable	10.00
Guest book stand, white...non-foldable.....	10.00
Fog Machine.....	10.00
Fountain, 3 gallon, brushed silver or gold, metal.....	25.00
Fountain, 5 gallon, brushed silver, metal.....	35.00
Fountain, 5 gallon, stainless silver, metal.....	35.00
Kneeling bench, pair, white or gold.....	20.00
Mechanical candles 8" or 12".....	1.25/150
Portrait easel, floor stand - silver or brass.....	5.00
Portrait easel, black – table top.....	3.00
Shepherds Hook – in-ground or free standing.....	2.00
Stanchion, blk.....	12.00
Stanchion, Red Rope, 8'.....	5.00
Table Card Holder.....	.75
Unity, floor stand, white/silver/brass.....	10.00
Unity, table top, silver or brass.....	1pc 5.00
Unity, table top, silver or brass.....	3pc 5.00

## BACKDROP & CEILING DRAPE

Backdrop draping per panel, 60"X10' wh/iv/blk.....	2.50
Backdrop poles – side 8' or adjustable top.....	2.50
Ceiling drape w/o lights.....	quoted
Ceiling drape w/lights.....	quoted
Backdrop, crystal or silver 36" wide.....	5.00

## LIGHTING

Ape Light, color, rotating.....	15.00
Centerpiece light(LED, battery operated, white case, color or white light)	5.00
Centerpiece light (LED, rechargeable, black case, white lights).....	7.00
Disco Ball – 12".....	15.00
Gobo Lighting (your name or design/custom).....	200.00
Pin light.....	5.00
String lights (100 count/32').....	1.50
Strobe Light.....	10.00
Submersible light (white or color).....	2.00
Uplight – LED small round or rectangle.....	10.00
Uplight – LED large round.....	20.00
Starlight (red or green).....	15.00

## CENTERPIECES

37" beaded crystal tree.....	10.00
36" silver/crystal 9 globe candelabra.....	15.00
30" manzanita tree, silver glitter or gold.....	10.00
26" silver centerpiece – holds arrangement on top.....	5.00
28"x6" trumpet vase, clear glass.....	5.50
27"x4" trumpet vase, clear glass.....	4.50
16"x4" trumpet vase, clear glass.....	3.50
28"x4" cylinder vase, clear glass.....	4.50
20"x4" cylinder vase, clear glass.....	3.50
12"x4" cylinder vase, clear glass.....	2.50
6"x4" cylinder vase, clear glass.....	1.50
30" Eiffel tower vase, clear glass.....	3.50
24" Eiffel tower vase, clear or white glass.....	2.50
12" Flat round glass bowl vase.....	2.50
11" Hurricane glass vase w/glass base.....	2.50
11" Hurricane glass vase, flat or round bottom.....	2.50
10" rose centerpiece (ivory or cranberry).....	5.00
10" rose & rhinestone centerpiece (white).....	5.00
8" Bubble bowl glass.....	2.50
22" X 3" square glass tower vase.....	3.00
5X5X5" square glass vase.....	2.50
Lampshade, feather, wh.....	10.00
Ostrich feather centerpiece, white.....	15.00
ostrich feather centerpiece, assorted colors.....	20.00
Votive, 5pc, distressed glass.....	10.00
Mirror, 12" round, 12" square, 10" octagon.....	1.00

## BLING AND CRYSTALS

"bling" mesh cylinder vase wrap (gold or silver).....	1.00
"bling" mesh napkin or sash wrap (assorted colors).....	.30
"bling" mesh runner (silver).....	8.50
"bling" mesh card box (silver or gold).....	10.-15.
36" crystal acrylic garland (assorted colors).....	1.00
crystal brooch (silver or gold).....	.50
metallic/sequin runner (silver or gold).....	4.00
metallic/sequin lace overlay (silver or gold).....	10.00
sequin 90"x132" tablecloth (assorted colors).....	10.00
crystal chandeliers (assorted sizes).....	10.00
crystal acrylic backdrop (36"x6').....	5.00

## LINEN, CHAIRCOVERS, SASHES, OVERLAYS

Chair cover (assorted colors and styles).....	1.75
Sashes (satin/organza).....	.75
Sashes (pintuck/damask/organza flocking/crush).....	1.00
Runner (satin/organza).....	2.00
Runner (pintuck/damask/organza flocking/crush).....	4.00
Overlay (satin/organza).....	4.50
Overlay (pintuck/damask/organza flocking/crush).....	6.50
Napkin (white/ivory/black ~ poly).....	.25
Napkin (assorted colors ~ poly).....	.65
Skirting 13' (white/ivory/black).....	6.50
Skirting 15' (white/ivory/black).....	7.50
Skirting 17' (white/ivory/black).....	8.50
Skirting 21' (white/ivory/black).....	10.50
Spandex cover (6', 8', cocktail/wh-iv-blk-color)	8.00
Round 90"....(fits 60" rnd to the lap).....	8.00
Round 120"....(fits 60" rnd to the floor).....	10.00
Square 70" or 90".....	8.00
Rectangle 60"X120" (fits 6' rectangle w/side to lap & 24" end)....	8.00
Rectangle 90"X132"(fits 6' rectangle to floor on all sides).....	10.00
Rectangle 90X156" (fits 8' rectangle to floor on all sides)....	12.00
Napkin ring or "bling" wrap.....	.30

**NOTE:** Above prices are white/ivory/black. Special order fabrics and colors available for additional charge.

## FLOWER ARRANGEMENTS & PLANTS

Arch arrangement (wh/ivory/color).....	15.00
Candelabra arrangement.....	5.00
Greenery plant (ivy or fern).....	5.00
Head table arrangement LG.....	15.00
Head table arrangement SM.....	10.00
Pew/chair arrangement (white, ivory, or red)....	2.00
Potted arrangement LG (white, ivory, pink, purple).....	25.00
Potted arrangement MD (white, ivory, or cranberry)	15.00
Potted arrangement SM. (white or ivory).....	10.00
Tree, Topiary (ivory).....	8.00
Eiffel tower arrangements.....	varies
Kissing balls 7" or 8" (assorted colors).....	3.00
Kissing balls 16" (white, ivory, red).....	10.00

## CHAIRS

Folding white plastic NO pad.....	1.40
Folding white resin "wood look" with pad.....	2.50

## TABLES

Round, 30" cocktail (42" height).....	6.50
Round 36".....	6.50
Round, 48".....	6.50
Round, 60".....	7.50
Round, Half 60".....	4.50
Rectangle, 6'X30".....	6.50
Rectangle, 8'X30".....	7.50
Serpentine.....	5.50
Serpentine top.....	5.50

Canopy, white...10'x10'.....	50.00
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**OTHER** - chafer/15.00 drink dispenser/8.00 serving tray/3.00 wine bucket/7.00

## TERMS & CONDITIONS

**TERMS & CONDITIONS RESERVATION AND DEPOSIT**

1. We encourage our clients to reserve equipment, products, and services as far in advance as possible to insure availability of equipment, products, or services on the date needed.
2. Upon reservation a 35% or \$300. deposit (whichever is least) is required.
3. A rush charge may apply if a minimum of 48 hours is not given (from time of pick-up/delivery) notice on all order changes.

**DELIVERY and SET-UP**

1. Delivery service is available on orders at a rate based upon city of delivery. Please make arrangements at time of reservation or as soon as possible.
2. Standard delivery fees are based on first floor drop-off and pick-up and does not include set-up unless prearranged and paid (tailgate delivery).
3. Set-up/tear-down services and delivery to other than ground floor is available at an additional charge. Arrangements must be made in advance.
4. Sunday and after midnight delivery/pick-up will require additional charges.
5. Upon pick-up, all tables and chairs should be broken down and stacked in an orderly fashion in preparation for pick-up at the same location as delivered.

**RETURN OF EQUIPMENT**

1. China, flatware, glassware, etc. must be well-rinsed and returned upside down in original containers. Glasses must be returned upside down in racks.
2. Linens should be shaken to remove refuse and returned dry in order to prevent mildew.
3. All sashes must be re-hung on hangers and bagged as received when returned to Event Central. A hanging fee of \$42.50 per 100 will be charged, if not returned properly.
4. A cleaning fee will be charged for all equipment returned dirty. If you do not have clean-up facilities available, we can provide this service for an additional charge, if arranged in advance.
5. Mechanical candles are additional for the candelabras and must be used. A wax removal fee will be charged.
6. Candelabras must be returned without wax. Wax can be removed with a hair dryer or hot water. **DO NOT** scrape the candelabra – it will scratch.
7. Charges are made for time out (not time used) so in order to prevent incurring additional rental charges, return all equipment promptly by due date/time.
8. The security of our equipment is your responsibility. We reserve the right to charge for missing or damaged items upon return date/time.

**PAYMENT**

1. All orders are to be paid in full and final quantities/changes given 15 days prior to event date. **NO EXCEPTIONS.** Checks are **NOT** accepted within 14 days of event date.
2. **NO** refunds will be issued. Payments will revert to store credit upon cancelling or postponing of event contract minus a 15% restocking fee or consult fee. **NOTE:** Rates subject to change without notice. Placing a deposit insures locking in current pricing. If a quote has been given, the prices on that quote are good for 30 days. The damage waiver is non-refundable and does not cover the replacement costs of rental products. Who is eligible for layaway? Everyone! Simply get a quote from Event Central, make any changes needed, place a deposit of the lesser of \$300 or 35% of the total invoice price, and make payments every 30 days. Final changes, final counts, and final payment are due 15 days prior to event date. It's that simple; get a free quote today!

**OTHER POLICIES...** This document states the policies of Event Central LLC. Please familiarize yourself with our policies so there will be no misunderstanding as to client and Event Central LLC obligations. The words **RENTER, CLIENT, YOU, and YOURS** mean the person who signs the contract, places the initial deposit, & is obligated under its terms. **WE, OUR, and EVENT CENTRAL** and **EVENT CENTRAL LLC** refers to the business **EVENT CENTRAL LLC** and its employees only at 9912 Hosier Street., Newport News, VA 23601. These pages of our policies contain important terms and conditions, including **EVENT CENTRAL LLC** disclaimer of all liability for injury or damage and details of clients obligations for rental and other charges and responsibilities to care for and return the item(s) rented or purchased, whichever may apply. Client is required to know and understand which policies and/or agreements apply to their products and/or invoices/contracts before signing our contract/placing a deposit, and/or leaving our showroom with Event Central LLC products. Not all policies will apply to all clients.

**RESPONSIBILITY FOR USE AND DISCLAIMER OF WARRANTIES AND LIABILITY** from the time the item(s) is rented out (leaves our store) and until it is returned, you are responsible for it. If the item is lost, stolen, or damaged under any circumstances while rented, regardless of fault, you shall be responsible for all charges including labor costs, to replace or repair the item(s). You assume all risk inherent in the operation and use of the item(s) and

agree to assume the entire responsibility for the defense of, and to pay, indemnify and hold EVENT CENTRAL LLC harmless from, and hereby release EVENT CENTRAL LLC from any and all claims for damage to property or bodily injury (including death) resulting from the use, operation or possession of the item(s), whether or not it be claimed or found that such damage or injury resulted in whole or part from EVENT CENTRAL's negligence, from the defective condition of the item(s) or from any cause. You also agree to release Event Central of any and all medical and/or monetary damages and/or injury to any guests, family, or any person attending the event or using the equipment in which the items rented are in use. You, the client, also agree to take full responsibility for any damages to any property that the rented products have been used upon.

**YOU AGREE THAT NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE HAVE BEEN MADE IN CONNECTION WITH THE EQUIPMENT RENTED. ITEM(S) FAILURE.** You agree to immediately discontinue the attempt to use the rented item(s) should it at any time become unsafe or in a state of disrepair, and will immediately (one hour or less) notify EVENT CENTRAL of the facts. EVENT CENTRAL agrees in its discretion to make the item(s) operable within a reasonable time, or provide you with a like item, if available. This provision does not relieve you from the obligations imposed by other paragraphs in this contract. In all events, EVENT CENTRAL shall not be responsible for any injury, malfunction, or damage, including consequential damage or medical claim. We will notify the authorities and take other action, including the filing of criminal complaints, subjecting you to prosecution upon failure to return said item(s) by "Due or Pick-Up" Date, whether operable or not.

Notify EVENT CENTRAL immediately, includes day of use, if equipment does not function properly or replacement will not be made available. **NO REFUNDS OR STORE CREDITS.** (Special exceptions made be made by owners only.)

**CHARGES AND PAYMENTS.** Down payment for rental items is a non-refundable 35% of total. A credit card must be kept on file with Event Central until rented items are returned, at that time the credit card number will be destroyed. If damages or other fees are due, these charges will be payable at time rental is or should be returned. The credit card or deposit placed on file will be charged at time of return for damages, repairs, and/or other fees due. Placing a down payment is the only means to reserve any item. Time is money. You are responsible for rental charges from the time the item(s) is "out" as specified until it is returned and other charges hereunder. Return the item(s) promptly, clean, and in good condition. All additional charges are due upon return/rental of the item(s) and on demand. If the rental charges are charged to someone other than the Renter: the Renter represents he/she is the agent of such party and has the right to charge this rental; the Renter nevertheless will remain liable for the charges and for the other obligations and responsibilities of the Renter hereunder. If items are not returned by said time/date, EVENT CENTRAL at its discretion may recalculate all charges on a daily rental rate basis and use credit card on file or deposit to fund these charges. If changes are made to a contract after it has been paid in full, resulting in a credit to client, this credit will be store credit only. **NO CASH/CHECK** refunds will be issued to client.

**DAMAGE WAIVER.** If you pay the damage waiver charge (DWC 10% of total before taxes } as specified subject to the limitations and exclusions below, EVENT CENTRAL agrees to modify the terms of this contract and relieve you of liability for accidental damage to the rented item(s) on this contract. A 10% damage waiver is charged on all rental items, and cannot be waived without a Certificate of Insurance naming Event Central LLC. We exclude from this waiver, however, any loss or damage due to theft, burglary, misuse or abuse, theft by conversion, intentional damage, mysterious disappearance or any loss due to your failure to care for the item(s) as a prudent person would his/her own property. In addition, if any such loss tends to indicate a crime may have been committed, a further condition of this waiver is that you must file a report to the proper law enforcement authorities and furnish us a copy. In addition, if you have insurance for the loss or damage, you shall exercise, and shall empower us to exercise, all your rights to obtain recovery under insurance, shall cooperate with EVENT CENTRAL to obtain recovery and all insurance proceeds shall be given or assigned to EVENT CENTRAL. The damage waiver is to repair, clean, and otherwise maintain the equipment. The damage waiver does not cover missing and/or items that have to be fully replaced.

**REPLACEMENT COSTS** of any rental damaged and not fixable, lost, stolen, or otherwise rendered unusable item must be paid on the date rental was/is to be returned to Event Central. Replacement costs for items will be given to client only upon replacement costs being due and payable. Replacement costs are at non-discounted costs. **RETURN CHECK CHARGE.** \$50.00 per return of any check returned for any reason. **FINAL COUNTS** should be given to Event Central 15 days before event date unless other arrangements are made and stated in contract file. Event Central will not be responsible for items being available or not being available, if deadlines are not met. Some exceptions will apply according to Event Central's discretion. **LAYAWAY, EVENT**

**BOOKING, AND PAYMENTS.** Accessories and special orders are not allowed using layaway. Flowers, & rentals are allowed for layaway. Layaways/bookings must have a non-refundable deposit of either 35% or \$300.00. Payments are due every 30 days of at least \$10.00 or of equal payments to pay off invoice up to 15 days prior to event. A binding contract between you and Event Central LLC is created by doing any of the following: placing a deposit by phone OR placing a deposit in person OR signing contract in person OR faxing back a contract that has a signature and placing a deposit on said contract, whether by phone or in person. A signature on our contracts is not required for it to be a binding contract. Placing a deposit or payment on your contract will make it a binding contract. No time limit on layaways. If you cancel your contract with Event Central, the payments made to contract will be store credit only and a consultation fee will be applied. If a credit voucher is issued to client, it can be transferred to other individuals. Simply present credit voucher issued by Event Central to Event Central to redeem. Proof of ownership or ID not required to redeem credit voucher. Vouchers expire 1 year from date of issue, even if not stated on certificate. Under special circumstances and at the discretion of owners/members only, you may request a refund for your event. If the owners/members of Event Central LLC decide to issue a refund, there will be a 50% of highest total invoice on record consult fee charge deducted from payments made. (eg.: Your highest total invoice was \$250.; your consult fee charged would be \$125. You have made \$250. in payments - \$125. consult fee = \$125. credit). The credit balance remaining after 50% consult fee will then be refunded in the form of a check, if payments were made by check or cash and credit card refund to original card used, if paid by credit card. You may be asked to provide documentation of reasons(s) for cancelling contract of event and/or other documentation in order to receive your refund.

**FAILURE TO PAY INVOICE, RENTAL CONTRACT OR ANY OTHER ITEMS** in full prior to event date will result in suspension or canceling of all services and any monies paid will become the property of Event Central LLC. **NO** refunds or store credits. **NO EXCEPTIONS.** Products on contracts will not be prepared and/or finalized by Event Central LLC warehouse staff until a contract is paid in full or other arrangements have been made with Event Central LLC owners/members for payment. **RETURN OF ITEM(S).** All sales final. No returns or exchanges allowed.

**REFUSING SERVICE TO CLIENTS.** Event Central LLC reserves the right to refuse service to any rude, mean, or out-of-line individual in our establishment, whether he/she is bride, groom, wedding party, family, or friend and this includes any person that has contracted and/or paid for services with Event Central LLC. This person may be asked to leave or may be removed from Event Central LLC's showroom until said individual can conduct themselves in the proper professional manner.

**COLLECTION COSTS.** You agree to pay attorney fees, collection fees, court costs and any other expenses incurred in collecting any charges under these agreements or otherwise enforcing the terms of any of these policies, as agreed upon with Event Central LLC. **MODIFICATION OF POLICIES.** None of **EVENT CENTRAL LLC's** policies may be changed except by owner. No service and agreement can be extended to a client, unless in writing, deposit or down payment being received, and/or added to their contract. New policies may be added during your contract period and will apply to all present and future contracts. **RESTOCKING/CHANGE FEE:** If a contract is changed after it has been completed by Event Central LLC warehouse staff, a 15% of item total will apply to any item changed and/or deleted on contract.

**RENTALS: PHYSICAL CONDITION AND USE OF RENTAL ITEM(S) AND RETURNS.** You acknowledge that prior to taking the rented items you examined it, saw it in operation (if appropriate), and are aware of its condition and that it is in good condition except for usual wear/tear and/or defect

pointed out by Event Central LLC and/or client. It is your responsibility to return the rented item(s) to EVENT CENTRAL LLC in the same condition and containers as when taken from our store. You have asked for and are satisfied with the instruction given by EVENT CENTRAL LLC in the proper and safe manner of using the item(s) on your contract or that you are so familiar you do not need instruction. EVENT CENTRAL LLC will not be responsible for giving instructions after products have left our showroom. You further agree that the items will be used only at the address designated and only for the purpose for which the items(s) were manufactured and intended. Subleasing or improper use is prohibited. Manuals and/or written instructions are not provided with equipment rentals. Client assumes all responsibility for understanding all instructions before removing rental items from our showroom. All instructions will be given to client verbally.

All DISHES/CHARGERS must be well rinsed, glasses and plates turned upside down, and all items returned in their original condition and original containers.

MECHANICAL CANDLES are included with candelabras and must be used to prevent wax damage. Wax can be removed with a hair dryer or hot water, NO scraping of equipment permitted.

FLOWER ARRANGEMENTS should be transported sitting upward to prevent damage.

All LINENS must be returned dry and shaken out (no debris). Linens, sashes, overlays, and chair covers should all be bagged separately and/or returned according to policy.

All SASHES must be returned without knots or bows AND rehung as received. All wingnuts and/or bolts should be put back in holes of arches as they were picked up from EVENT CENTRAL LLC.

All TABLES AND CHAIRS must be returned dry and clean. A charge of \$2.00 a chair and \$3.00 a table will be charged upon return, if these items are returned dirty and/or wet. COLUMNS should not be glued and/or taped upon.

FOUNTAINS and VASES should be rinsed out with clean water, dried, and returned clean.

Clients are responsible for COUNTING/INVENTORYING all items on their contract before leaving EVENT CENTRAL LLC or client will be responsible for shortages and/or discrepancies. (EG.: you rented 50 chair covers; you didn't count them before leaving our warehouse ; you get to your site and find you are 2 short; those 2 chair covers will only be replaced by EVENT CENTRAL LLC at an additional cost to you and you will be responsible for returning all 50 original chair covers + additional 2.)

All rentals require a CREDIT CARD ON FILE. If you have paid for any of Event Central LLC products and/or services (eg.: flowers, rentals) but fail to pick-up them up and/or make other arrangements for pick-up or use by your event date, the items will be returned to stock, sold in Event Central LLC showroom, used at our discretion, or disposed of at our discretion the day after your event without refund. All monies paid for these services will be considered a consult fee and NO refunds or credits will be given. NO EXCEPTIONS. Any monies paid after non-refundable 1<sup>st</sup> payment will be store credit only, if contract is cancelled and a consult fee as stated above will apply. If client requests a refund, it will be at the sole discretion of Event Central LLC owners. A 50% of highest total invoice on file cost consult fee would apply under any conditions. Payment is the only choice to lock in rentals. No payment = no product.