



Temecula Valley Party and Event Rentals
951-676-4970
tvpartyandeventrentals.com
tvpartyandeventrentals@gmail.com

AUTHORIZATION TO CHARGE CREDIT CARD

By signing below, I/We authorize Temecula Valley Party and Event Rentals to charge my/our Visa/MasterCard for rentals from Temecula Valley Party and Event Rentals. We further authorize Temecula Valley Party and Event Rentals to charge the card for losses, damages, and/or cancellation fees that may occur as a result of renting Temecula Valley Party and Event Rental's equipment/property.

(PLEASE PRINT LEGIBLY)

Company Name (if applicable): _____

Your Name as it Appears on Credit Card: _____

Billing Address of Card Holder: _____
(Must match credit card company records) (Street)

(City, State, Zip)

Phone Number of Card Holder: _____

Credit Card # VISA _____ Mastercard _____

Expiration Date: _____ CID# _____
(3 digit code on back of card)

Signature: _____ Date: _____

Printed Name: _____

A signed contract, or lack thereof, DOES NOT relieve you from personal, financial responsibility and obligation of payment for your reservation. It is implied that if a reservation is placed and a credit card number has been provided for securing the reservation with intent to take delivery of the goods, that you fully intend to take delivery of the goods. Only upon cancellation, which all cancellation terms of this agreement apply, may you relieve yourself of the financial obligation and responsibility to pay in full; unless your cancellation does not meet the requirements set forth in this agreement by which 100% of the payment shall apply. Such fees include but are not limited to: rental equipment fees, delivery fees, set-up fees, labor fees, damage waiver fees and any other fee associated with the special circumstances of your reservation. This is NON-NEGOTIABLE and it is YOUR responsibility to know with whom and the date and circumstances regarding your event. Double booking, the absence of a signed contract with Temecula Valley Party and Event Rentals or any other circumstance within YOUR control holds you fully responsible to these terms.

PLEASE NOTE: All information provided will be verified for accuracy. All of the above information will be kept secure and will not be used again without proper authorization given by the cardholder.

TEMECULA VALLEY PARTY AND EVENT RENTALS

*The full version of our rental agreement/contract is available online at:
TVpartyandeventrentals.com*

PAYMENTS AND POLICIES

1. ALL RENTAL RESERVATIONS OF \$500.00 OR MORE REQUIRE A 50% NON-REFUNDABLE DEPOSIT DUE AT TIME OF PLACING YOUR RESERVATION
2. A MAJOR CREDIT CARD IS REQUIRED FOR ALL RESERVATIONS.
3. FULL PAYMENT AND PAYMENT ARRANGEMENTS ARE TO BE MADE 10 DAYS PRIOR TO DELIVERY.
4. PAYMENTS MADE BY CHECK MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO DELIVERY.
5. ALL RESERVATIONS SCHEDULED FOR CUSTOMER PICK UP REQUIRE A SIGNATURE, DRIVER'S LICENSE, AND CREDIT CARD AUTHORIZATION FORM ON FILE. ***ALL REVISIONS MUST BE MADE 48 HRS. PRIOR TO THE EVENT***

DELIVERY POLICIES

1. THE CUSTOMER IS RESPONSIBLE FOR ENSURING AN AUTHORIZED CONTACT IS AVAILABLE TO ACCEPT DELIVERY. IF CONTACT IS NOT AVAILABLE FOR VERIFICATION, THE CUSTOMER ACCEPTS TEMECULA VALLEY PARTY AND EVENT RENTALS' QUANTITIES OF RENTAL ITEMS DELIVERED OR PICKED UP.
2. THE COST OF DELIVERY IS BASED ON LOCATION AND LABOR INVOLVED. AS EACH DELIVERY IS UNIQUE IN NATURE, SO ARE THE CHARGES ASSOCIATED WITH DELIVERY, PLEASE CONSULT YOUR EVENT CONSULTANT WITH ANY QUESTIONS OR CONCERNS REGARDING THIS POLICY.
3. TEMECULA VALLEY PARTY AND EVENT RENTALS RESERVES THE RIGHT TO CHARGE FOR UNREASONABLE DELAYS IN DELIVERY OR PICK UP THAT IS PRECIPITATED BY EXTERNAL CAUSES (I.E. CUSTOMER'S OR OTHER VENDORS INTERFERENCE) THIS WILL BE CHARGED TO THE CREDIT CARD ON FILE.

CUSTOMER PICK UP POLICIES

1. ALL RESERVATIONS SCHEDULED TO BE PICKED UP AT TEMECULA VALLEY PARTY AND EVENT PARTY RENTALS, BY THE CUSTOMER MUST BE DONE BY THE PERSON RESPONSIBLE FOR PAYMENT.
2. ALL RESERVATIONS SCHEDULED FOR CUSTOMER PICK UP MUST BE SIGNED, AND CREDIT CARD ON FILE IN ORDER TO SECURE SAID RESERVATION.

RENTAL ITEM CANCELLATION POLICY

1. CANCELLATION OF ANY RENTAL RESERVATIONS WILL RESULT IN FORFEIT OF THE 50% NON-REFUNDABLE DEPOSIT.
2. CANCELLATION OF ANY RENTAL RESERVATIONS WITHIN 48 HOURS PRIOR TO DELIVERY OR CUSTOMER PICK UP WILL RESULT IN A CHARGE EQUAL TO 100% OF THE TOTAL RENTAL AMOUNT. THIS PERCENTAGE INCLUDES THE 50% NON-REFUNDABLE DEPOSIT IF CONTRACT IS \$500.00 OR MORE AT THE TIME OF SECURING THE RENTAL ORDER.
3. CANCELLATION CAN ONLY BE CONFIRMED BY OBTAINING A CONFIRMATION LETTER FROM YOUR EVENT COORDINATOR. AFTER-HOURS VOICEMAILS OR FAXES DO NOT CONFIRM CANCELLATION.

SPECIALTY DECOR/VIGNETTE CANCELLATION POLICIES

1. ALL RESERVATIONS REQUIRE A 100% NON-REFUNDABLE DEPOSIT UPON SECURING THE ORDER.
2. SPECIALTY ITEM RESERVATIONS THAT HAVE BEEN DELIVERED OR LOADED WILL BE CHARGED AT 100% REGARDLESS OF WHETHER THE EQUIPMENT HAS BEEN USED OR NOT.

SUB-RENTED RENTAL ITEMS

SUB-RENTED RENTAL ITEMS FROM ANY OTHER RENTAL PROVIDER, ONCE CONFIRMED FROM VENDOR WITH CLIENT WILL BE RESPONSIBLE FOR 100% PAYMENT OF ALL SUB-RENTED ITEMS IF CANCELLED OR REDUCED IN QUANTITY.

CLEANING EQUIPMENT

ALL DISH AND GLASSWARE SHOULD BE SCRAPED FREE OF FOOD AND DEBRIS AND REPACKED IN THE ORIGINAL DELIVERY CONTAINER. LINENS SHOULD BE FREE OF ANY FOOD PARTICLES AND DRY TO PREVENT STAINING AND MILDEW-PLEASE DO NOT PUT LINENS IN PLASTIC BAGS, PLEASE PLACE THEM IN THE TEMECULA VALLEY PARTY AND EVENT RENTAL BAG PROVIDED WITH YOUR ORDER. IF THE LINEN BAG IS NOT RETURNED WITH THE ORDER A REPLACEMENT CHARGE WILL APPLY.

CANDLE WAX WILL PERMANENTLY DAMAGE LINEN. IF YOU ARE USING CANDLES PLEASE MAKE SURE THEY ARE INSIDE AN APPROPRIATE VOTIVE CONTAINER. REMEMBER TO TAKE CAUTION WHEN BLOWING OUT CANDLES AS THE WAX CAN DISBURSE ON THE LINEN

DAMAGES AND LOSSES

ANY LOSS OR DAMAGE OF ANY RENTAL EQUIPMENT IS THE RESPONSIBILITY OF THE CUSTOMER AND WILL BE CHARGED TO THE CREDIT CARD ON FILE ACCORDINGLY FOR THE REPLACEMENT OR REPAIR. CLIENTS ARE FULLY RESPONSIBLE FOR EQUIPMENT FROM THE TIME OF DELIVERY TO THE TIME OF PICK-UP. CLIENTS ARE ALSO RESPONSIBLE FOR VERIFYING EQUIPMENT COUNTS ON DELIVERY AND PICK-UP. EQUIPMENT MUST BE SECURE FROM THEFT AND PROTECTED FROM WEATHER. CHARGES WILL BE ASSESSED FOR ALL MISSING, LOST, STOLEN, OR DAMAGED EQUIPMENT. A SHORTAGE/DAMAGE WILL BE EMAILED TO THE ADDRESS LISTED ON THE ORIGINAL CONTRACT WITH 48-72 hrs. DEPENDING UPON THE SIZE OF THE EVENT, PLEASE CONTACT YOUR EVENT CONSULTANT IF YOU HAVE ANY QUESTIONS. CREDIT CARDS ON FILE WILL BE CHARGED FOR LOST OR DAMAGED EQUIPMENT IF CLIENT DOES NOT MAKE OTHER PAYMENT ARRANGEMENTS.

CLIENT PROPERTY

TEMECULA VALEEEY PARTY AND EVENT RENTALS IS NOT RESPONSIBLE TO CLIENTS OR ANY THIRD PARTY FOR ANY LOSS, DAMAGE, OR INJURY RESULTING FROM, OR IN ANY WAY ATTRIBUTABLE TO THE OPERATION OF, USE OF, OR ANY FAILURE OF THE RETAIL ITEMS. THIS INCLUDES DAMAGE TO HARDWOOD, TILE, MARBLE, LIMESTONE, SLATE, SANDSTONE, TENNIS COURTS, DRIVEWAYS, WALKWAYS, ETC.

I ACKNOWLEDGE RECEIPT OF THIS RENTAL AGREEMENT AND AGREE TO BE BOUND BY AND COMPLY WITH THE TERMS AND CONDITIONS SET FORTH, WHICH ARE HEREBY MADE A PART OF THIS RENTAL AGREEMENT.

CUSTOMER SIGNATURE _____ **DATE:** _____