

**Wedding & Tuxedo Connection**  
Rental Agreement / Terms & Conditions

This Agreement is for the rental of the items described below, made on \_\_\_\_\_ between the undersigned purchaser of services (herein called "lessee") and Wedding & Tuxedo Connection.

Name of the Lessee(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date \_\_\_\_\_ Phone#: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Take Down Time: \_\_\_\_\_

Description of rental items & services to be provided:

Chair Covers (Check one) \_\_\_\_\_ White \_\_\_\_\_ Ivory \_\_\_\_\_ Black Qty: \_\_\_\_\_ Sash Color: \_\_\_\_\_ Qty \_\_\_\_\_

Linens: \_\_\_\_\_ Qty \_\_\_\_\_ Overlays: \_\_\_\_\_ Chargers: silver or gold \_\_\_\_\_ Qty \_\_\_\_\_

Tables draped: (Check all that apply) \_\_\_\_\_ Head table \_\_\_\_\_ guestbook \_\_\_\_\_ gift and/or card table: \_\_\_\_\_

Backdrop: # of sections (5' sections) \_\_\_\_\_ draping/lights included

Center pieces: Cylinders (check one) \_\_\_\_\_ Round \_\_\_\_\_ Square Qty: \_\_\_\_\_ 8" \_\_\_\_\_ 10" \_\_\_\_\_ 12" \_\_\_\_\_ 15" \_\_\_\_\_ 18" \_\_\_\_\_ 20"

Mirrors: (check one) \_\_\_\_\_ Round \_\_\_\_\_ Square Qty: \_\_\_\_\_

Table runners: Qty: \_\_\_\_\_ color: \_\_\_\_\_

Setup: yes \_\_\_\_\_ no \_\_\_\_\_ Take Down yes \_\_\_\_\_ no \_\_\_\_\_

**1. Deposit & Final Payment** – A 50% of total bill is required for a damage deposit along with a signed agreement on file is due to reserve the rental items and date. Events are not guaranteed until contract and deposit are received. **Cancellation of the rental services will result in forfeiture of all deposits and/or payments received.** Final guest counts will be due 14 days prior to the event date. Final payment must be paid within 10 days of the event. All final changes to your rental must be made at the 14 day time frame, any decreases to the order within 13 days of the event will be charged a 50.00 restocking fee. All customers that forfeit their payment arrangements will constitute a breach of this contract and its entirety. All returned checks for insufficient funds will be charged \$35.00 + bank fees. Any outstanding fees must be paid within 10 days after the event to avoid penalties. The damage deposit will be applied to the balance once the final count is submitted. **A credit/debit card must be present on this contract for any damages that may occur during the rental. The client will be provided with a list of items of damages if the credit/debit card must be charged.**

**2. Pickup & Drop Off** – Rental items will be ready 24 hours before the event. Any requests for early pick up can be granted to a rush fee of 15% on top of the rental. All rentals booked within 7 days of the event are subject to an additional 25% prepping fee on top of the rental. Late return fee equal to 50% of your total rental order will be charged for each day items are late beyond the agreed rental dates.

**3. Prohibited Uses** – Use of the rental items in the following circumstances is prohibited and constitutes a breach of this contract and will be subject to fees and legal penalties: a) Use for any date other than listed, b) Use at any location other than the venue furnished, c) Improper use or intentional misuse.

**4. Laundry Charges** – Linens must be placed back into plastic containers or laundry bags provided with all sashes untied and tablecloths shaken free of debris or a \$75.00 fee will be charged. **No open flame candles directly on linens. Any linen returned with wax stains will be charged a cleaning fee of 15.00 per linen.** Cleaning charges will apply if linens are stained, the charges are as follows: \$3.00 per chair cover if needing more than 1 wash. \$1.00 per sash and 5.00 per table linen unless dealing with wax.

