

<b>PARTY &amp; WEDDING EQUIPMENT</b>		
aisle marker OR post	marker/silver – post/bottom flowers	5.00
aisle runner puller	silver or gold	5.50
alter arrangement	2/8' columns/FlowerArr&3pc drape	100.00
arches	round top/wh/slvr/gold/heartTop	25.00
arch/decorated	round top/white/garden/resin	35.00
cake stands	round, square, or floating	10.00
cake stands, crystal	round or square/slvr/gold/ blush	20.00
candle lighter	silver or gold	5.50
candelabras/pair	7-lite/silver, gold, or white	25.00
candles, dripless	Mechanical/8" or 12"	1.25
card boxes	crystal card boxes & bird cages	5.-20.
carpet Runner	4'x 12' or 4'x25'	13.-25.
charger plate	silver, gold, black (not for food use)	1.00
columns 2'	white resin plastic or brass 38"	5.00
column 4'	white resin plastic	10.00
column 6'	white resin plastic	15.00
column 8'	white resin plastic	20.00
cupcake stands	round or square/white or clear	15.00
fog machine	with foot pedal and fluid	20.00
fountain 3 gallon	metal/brushed silver or gold	25.00
fountain 5 gallon	metal/brushed or stainless silver	35.00
guest book stand	white metal/non-foldable	10.00
kneeling bench/pair	white or gold	20.00
napkin ring	gold, silver, or other	.25
portrait easel	floor stand/white or gold	5.00
shepherds hook	in ground or free standing, white	2.00
stanchion or red rope	black stanchion or red velvet rope 8'	5.00
table card holder	10"/silver or gold	.75
unity/floor stand	white, silver, or gold	10.00

### CHAIRS & THRONES

no pad folding	white/metal frame/plastic seat	1.40
padded folding	white "wood look" resin chair	2.50
wicker	adult/white	25.00
throne chairs	adult/wh/pink/rainbow/blue/red/br	125.00
	chair/pink or rainbow	50.00
throne loveseats	adult/white	250.00
	child/white	75.00

### TABLES

hiboy round	30" round/30" or 42" tall/ 3pc	7.50
36" round"	seats 4-5	▼
48" round	seats 5-6	▼
60" round	seats 8-10	8.50
half 60" round	seats 2	5.50
rectangle 6'X30"	seats 3 on each side	7.50
rectangle 8'X30"	seats 4 on each side	8.50
serpentine bar	2pc top&bottom/skirt 9.00	15.00
canopy	white, 10'x10'	50.00

### LETTERS, NUMBERS, & CUSTOM WORDS

Mr & Mrs/Mrs & Mrs	30" tall/ each letter	10.00
Love or Baby	30" tall/each letter	10.00
Love/Baby/Mr&Mrs	7"-11" tall/per set	10.00
Baby/lighted	11" tall/aluminum/white/each letter	3.00
Mr & Mrs/lighted	11" tall/aluminum silver/each letter	3.00
15-16-21	30" tall/each number	10.00
custom names	price to be quoted	quoted

### LIGHTING

centerpiece	LED, color or white	3.00
gobo light	custom name & date	200.00
string lights	white cord/32'	1.50
strobe Light	white	10.00
submersible light	color or white	1.00
uplight	LED/color/small	10.00

### CENTERPIECES

#### CRYSTAL

chandelier	8" tall/blush	5.00
	24" tall/silver or gold	10.00
	23"/27"/30" tall/silver	5.00
crystal bubble bowl	8" gold	10.00
crystal hurricane	8" tall/silver	10.00
	24" tall/blush or white	10.00
crystal for head table	gold 3 globe or silver 5 globe	10.00
crystal 1 globe	14" or 16" tall/silver or gold	5.00
	13" tall/blush	5.00
crystal 5 globe candelabra	30" tall/silver or gold	15.00
crystal beaded tree	37" tall/silver	10.00
crystal ball	38" tall, 8" round globe/silver	10.00

#### FEATHERS, LAMPSHADES, LANTERNS, TREES

feather lampshade	white	10.00
feather/ostrich	12" long/assorted colors each	.50
lampshade	bling, mesh, silver	10.00
lantern	white or silver	5.00
manzanita tree	30", silver glitter or gold	5.00

#### GLASS

bubble bowl	8" clear round	2.50
cylinder	28"x4" clear	4.50
	20"x4" clear	3.50
	12"x4" clear	2.50
	6"x4" clear	1.50
eiffel tower	30" clear	1.50
	24" /clear/black/white	1.00
hurricane w/bling mesh	2pc 11" clear w/glass base	2.50
	11" clear/flat or round bottom	2.50
square	22" X 3" clear	2.50
	5X5X5" clear w/silver bling	2.50
trumpet	24" clear, double sided	5.50
	27"x4 clear	4.50
	16"x4 clear	2.50
votive	5pc set/distressed	5.00
mirror	14" round/14 square/10"oct	1.00

### FLOWER ARRANGEMENTS

arch flowers	white or ivory	15.00
candelabra flowers	white or ivory	5.00
greenery plant	ivy or fern	5.00
kissing balls	7", 8", 10"/assorted colors	3.00
	12" half/assorted colors	3.00
	16" half/white, ivory, or red	5.00
potted arrangement	large/white or ivory	25.00
potted arrangement	medium/white, ivory, or red	15.00
potted arrangement	small/white or ivory	10.00
rose & rhinestone	10" centerpiece, white	5.00
topiary tree	ivory	8.00

<b>CHAIRCOVERS</b>	assorted colors & styles	1.00
<b>CHAIR BANDS</b>	spandex/assorted colors	.50
	sequin/assorted colors	.50

<b>CHAIR CAPS</b>	sequin/assorted colors	1.00
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<b>CHAIR SASHES</b>	satin, damask, pintuck, embroidered	.75
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<b>TABLE RUNNERS</b>	satin, damask, pintuck, rosette	2.50
	sequin/assorted colors	4.50

<b>TABLE OVERLAYS</b>	satin, damask, pintuck, rosette, petal	4.50
	sequin or metallic lace	8.50

<b>NAPKINS</b>	white, ivory, or black/polyester	.25
	assorted colors/polyester	.65

<b>TABLE SKIRTS</b>	17' pleated/white, ivory, or black	9.00
	21' pleated/white, ivory, or black	▼
	17 or 21" ruched/ask about colors	▼

<b>TABLECLOTHS</b>	<b>ROUND:</b>	9.00
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polyester	90" /fits 60" table to the lap	▼
white/ivory/black	108" /fits 60" table to 6" from floor	▼
in stock	120" /fits 60" table to the floor	▼
	132" /fits 72" table to the floor	▼

	<b>RECTANGLE:</b>	9.00
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	60"x120"/fits 6" table to lap	▼
	90"X132" /fits 6"table to the floor	▼
	90"x156" /fits 8' table to the floor	▼

	<b>SQUARE:</b>	9.00
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	70" or 90"	▼
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	<b>SPANDEX:</b> assorted colors	9.00
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	cocktail or 60" round	▼
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	6' rectangle	▼
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	8' rectangle	▼
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Special order colors and designs available. Prices to be quoted.

### BACKDROP & CEILING DRAPE

drape/posh	5'X10'/white, ivory, or black	4.50
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drape/satin	7.5'x10.5'/assorted colors	5.50
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drape/sheer	10'x10'/assorted colors	5.50
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drape/sequin	7.5'x10.5'/assorted colors	10.00
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drape/rossette	10'x10'/ivory or white	10.00
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drape/damask	10'x10'/black & white	10.00
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drape/satin with swag	10'x10'/satin w/built in swag, white	10.00
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poles/side 6'	solid side/does not adjust in height	3.00
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poles/side 8'	solid side/does not adjust in height	3.00
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poles/side 8' adj.	adjustable side/height up to 12'	5.00
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poles/cross bar (top)	adjustable cross bar/7'adjusts to12'	3.00
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ceiling drape	premade – 15' streams w/lights (4)	200.00
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ceiling drape/sheer	30'/white or ivory	30.00
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### BLING AND CRYSTALS

vase wrap	bling mesh/gold or silver	1.00
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napkin or sash wrap	bling mesh/gold or silver	.25
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Crystal garland	crystal 36" acrylic/clear	1.00
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brooch	crystal, silver/gold/round/square	.50
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# 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% payment is required to book Event Central event hall or rentals.

**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 products should be broken down and stacked in an orderly fashion in preparation for pick-up at the same location as delivered, unless other services have been contracted and paid.

**RETURN OF EQUIPMENT** 1. Linens should be shaken to remove refuse and returned dry in order to prevent mildew. 2. All sashes must be re-hung on hangers and bagged as received when returned to Event Central. A hanging fee of \$42.50 per hanger will be charged, if not returned properly. 3. 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. 4. Mechanical candles are additional for the candelabras and must be used. A wax removal fee will be charged. Do not leave them in a hot location. Candles will melt. 5. 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. 6. Charges are made for time out (not time used). In order to prevent incurring additional rental charges, return all equipment promptly by due date/time. 7. 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 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 50% restocking fee or 25% consult fee, whichever or both may apply. 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 until a price change occurs. The damage waiver is non-refundable and does not cover the replacement costs of rental products.

**LAYAWAY** Who is eligible for layaway? Everyone! Simply get a quote from Event Central, make any changes needed, make a payment of 35% of the total invoice price. 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. By making a payment on a rental contract, it becomes a binding contract, whether it has a signature or not. An event hall contract requires a client's signature, client's payment, and an Event Central associates signature to be a binding contract. The words RENTER, CLIENT, YOU, and YOURS mean the person whose name appears on the contract, whether event hall or rental contract. WE, OUR, 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 to clients, client's property, or property where Event Central products are used. Client is required to know and understand which policies and/or agreements apply to their products and/or invoices/contracts before creating a binding contract, and/or leaving our showroom with Event Central LLC products.

**RESPONSIBILITY FOR USE AND DISCLAIMER OF WARRANTIES AND LIABILITY** from the time the item(s) is rented out (leaves our warehouse) 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, which to include being able to repair Event Central product within the amount of the damage waiver. 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 additional time out or missing 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.

**LAYAWAY, EVENT BOOKING, AND PAYMENTS.** Accessories and special order purchases (not rentals) are not allowed using layaway. Flowers, rentals, and event hall are allowed for layaway. Layaways/booking s must have a non-refundable payment of 35% of total. A binding contract between you and Event Central LLC is created by doing any of the following: placing a payment by phone OR placing a payment in person OR signing contract in person OR faxing back a contract that has a signature AND placing a payment 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 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 may 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.

**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 on purchased products.

**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. This policy also applies to individuals requested to wear a mask and refuse.

**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 owners of Event Central LLC. No service and agreement can be extended to a client, unless in writing or 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 50% of item total will apply to any item changed and/or deleted from 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.

**CHARGERS** must be well rinsed 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.

**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.

**SASHES** must be returned without knots or bows AND rehung as received.

**ARCHES.** Wingnuts and/or bolts should be put back in holes of arches as they were picked up from EVENT CENTRAL LLC.

**TABLES AND CHAIRS** must be returned dry and clean. A charge of \$1.00 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.)

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.**