



FROM THE SOURCE

From the Source (FTSNY) is a wonderful resource for set designers, stagers, stylists and event planners. If you would like to use some of our items, we are happy to rent out most of our available collection. The Rental Fee minimum is \$500; we are unable to accommodate smaller orders.

We require the following percentage of the retail price for the number of days our items will be rented. Pick-up and drop-off days are included, so if you are picking up an item on Friday and returning it on Monday, it counts as 4 days, and we will charge 35% of the retail price for the item(s).

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
25%	30%	30%	35%	40%	45%	50%

Rentals of more than 7 days can be arranged if necessary.

In order to secure a rental, the lessee must sign and date this document and return it with the related FTSNY Estimate and filled-out credit card authorization form (to be kept on file). **All paperwork must be submitted to FTSNY 48 hours prior to pickup date. Once these documents are received, the order is nonrefundable.**

As a security measure, the total retail value will be secured by credit card as per shown on Sales Order but only the actual rental fee + taxes/delivery rates will be charged at that time. **Provided the items are returned on time and in good condition, only the agreed upon rental fees will be charged to the lessee.** If items are returned and appear damaged or incomplete, a review will take place and the lessee will incur charges. Such fees will be charged immediately to the card on file. The lessee is responsible for the following:

- 1) Delivery and Return Delivery costs (determined by FTS customer service) are to be determined prior to rental. Delivery must be scheduled 7 days prior to rental.
- 2) Rental Pick Ups and Drop Off are from FTSNY Warehouse location only and orders must be confirmed within 48 hours prior to pick up.
- 3) Cost of repair is determined by FTSNY Management and is non negotiable. If items are returned in a non repairable condition, full retail value will be processed.
- 4) A credit card is required to
- 5) Securing FTS items in a dry and safe location at all times throughout the rental period.
- 6) Guaranteeing that no alterations of any kind are made to FTS items throughout the rental period.
- 7) Noting any damages, marks, scratches, cracks, dents or otherwise noticeable flawed condition of items at the time of pick-up or delivery so as not to incur repair costs.
- 8) Ensuring that all rented items are returned prior to 4pm at our Warehouse location on the scheduled return date. If an attempt to return items is made after either of our locations is closed, the lessee will be charged according to the chart above, not based on the agreed-upon return date.

The Lessee and any employees or associates use FTS items at their own risk and must indemnify and hold harmless Liform/FTS from any and all claims, losses, damages, liens, liabilities, injuries, lawsuits and other proceedings or any other expenses asserted against or suffered by said persons or entities resulting from or arising out of any negligence, misconduct or noncompliance with any items rented or applicable laws, ordinances, codes or permit requirements.

**FTSNY Rental fees are not refundable; please plan accordingly.**

**Total Rental Fee :** \_\_\_\_\_ **Total Hold Amount:** \_\_\_\_\_

Delivery or pick-up of items will indicate that the lessee accepts the above terms.

X \_\_\_\_\_

Lessee Signature (required)

Date

Sales Order # \_\_\_\_\_

Sales associate \_\_\_\_\_

Please fax to 718 532 1673

Manager Approval \_\_\_\_\_



FROM THE SOURCE

## Credit Card Authorization Rental Form

I authorize From the Source to place a hold in the amount of \$\_\_\_\_\_ and charge a non refundable rental fee in the amount of \$\_\_\_\_\_ to the card provided. This hold and charge is in reference to Sales Order # \_\_\_\_\_ for the rental of items from xx/xx/2017 - xx/xx/2017.

Card Type:             Visa                       M/C                       Amex                       Discover

Name on Card:

Card Number:

Exp Date:

CVC Code:

Billing Address:

### Authorized By:

Name (print):

Signature:

Date:

\*\*\*A copy of this form will be kept with your invoice\*\*\*

\*\*\* HOLD AMOUNTS will be released 7 days after return processing