



## **Event/Wedding, Party Rental Contract**

Premier Table Linens understands that special occasions, weddings and events come together by attending to a great many small details. We are committed to providing the table linens, napkins, chair covers and sashes for your event in a way that is simple, stress free and top of the line products and service. While our linens are our specialty, ensuring our small contribution to the ambiance you desire, is our commitment. We take great pride in our reputation and feedback which proves this.

### **Rental Agreement.**

**Please enter your rental contract conformation number in the box below.**

**Scroll down to continue with contract.**

Rental Contract is made between:-

On this date:-

**Signature:**

**Email:**

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TEL # \_\_\_\_\_ EMAIL \_\_\_\_\_

And

**Premier Table Linens**

**7321 W 35<sup>th</sup> Street**

**Miami, Fl, 33122 Tel 800 937 1159**

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## Credit Card Information

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

CVV Code \_\_\_\_\_

Billing Address if different from above

Name on Card \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

1. **Reservation:** Even though we will do everything possible to take last minute reservations, we urge you to make reservations early to ensure requested sizes and colors are guaranteed. If contract is placed at least 3 months prior to the event, you may select the installment payment option were we will run 30% of your charge when you submit the order. The balance will not be charged until 30 days prior to your event. If reserving less than 3 months before the event full payment must be made at the time of the contract.

\_\_\_\_\_ Charge my entire payment now.

\_\_\_\_\_ Charge 30% now, balance 30 days prior.

\_\_\_\_\_ I already paid through the website.

**Initial one of the above.**

2. **Time window of reserved linens:** We ship to any of the 48 contiguous States and you get a 7-day rental period from the time you receive the linens and agree to drop off the linens at a UPS store or any Staples or Office Depot store on or before the 7<sup>th</sup> day. You select the date you wish to have your linens delivered to you (which typically is 2 to 3 days prior to the event). You understand and agree that if the linens are not dropped off on or before the 7<sup>th</sup> day of contract that you will be billed and agree to pay an additional week rental.

x \_\_\_\_\_ Initials

In hand date (date you need to receive the linens)     /     /

Date of your event     /     /

Is the event a wedding? \_\_\_\_\_.

**Address where the linens are to be delivered -:**

**Name:**

**Venue Name:**

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**Address:**

**State:**

**Zip:**

**Phone:**

**Comments:**

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**2. How linens will arrive & return instructions:** Linens will be to the address lessee provides us. Linens will arrive in box(s) pressed and on hangers. On the top outside the box will be the return labels. Please secure the return labels at arrival as there will be a \$15 fee for lost labels for us to recreate replacement labels. At the bottom of the box will be a duffel bag. After the event, do not wash the linens. Simply shake any debris off the linens and place them in the duffel bags we provided.

**3. Shipping Charges** are based upon weight and vary from state to state. Final shipping charges may change based upon final numbers on rented items.

**4. Prohibited Uses:** Use of rental linens and/or chair covers in the following circumstances is prohibited and constitutes a breach of contract: (a) Improper, and unintended use or misuse. (b) Use by anyone other than lessee. (c) Use at any location other than the address furnished by the lessee.

**5. Time of Return:** The lessee agrees to return the rental linens and/or chair covers on the first business day after the event. The lessee agrees to pay an additional rental fee for every day the rental linens are late, and lessee authorizes the credit card provided by lessee to be charged for any late fees. Time is of the essence of this contract. Any extension must be mutually agreed upon in writing.

**6. Return of Rental Items:** Lessee shall return all rented linens and/or chair covers to Premier Table Linens in the condition as when delivered to lessee, subject only to reasonable wear lessee shall be liable for all damages to or loss of the rented items. Lessee shall be responsible for all losses or damage to rented items from time of delivery.

**7. Damaged or Lost Items:** The lessee agrees to pay for any damage to or loss of items, regardless of cause, except reasonable wear. Accrued rental charges cannot be applied against the purchase or cost of repair of damaged or lost items. Items damaged beyond repair or normal cleaning will be paid for at its replacement cost when rented. Replacement cost will be 3 times the rental fee. Please avoid getting candle wax on the linens as it will not be able to be removed and you will be charged for replacement. A minimum of \$350 attorney fees or actual attorney fees will be assessed on uncollected or unpaid balances if rental items are not returned or damaged linens are not paid for.

**8. Theft of Items:** The lessee agrees to pay for linens and/or chair covers at three times the rental rate for all types of theft or mysterious disappearance. The lessee authorizes the lessor to bill credit card on file provided by lessee for damage or loss of items of rental order, at its replacement cost and administrative costs when rented.

**9. Cancellations:** Within 24 hrs. of placing an order complete refund. After 24 hours, charged deposits are non-refundable. Items cannot be cancelled within 30 days of an event date.

**Initial x \_\_\_\_\_**

**10. Return Packaging:** Items should be dry and free of all food debris and placed into the laundry bags that were supplied. Premier Table Linens will take care of the laundering and folding. Please Do Not place linens in plastic bags as they will mildew.

**11. Finalization of Order:** Upon placing your linen order with Premier Table Linens your linen or chair covers are reserved for you or ordered from our suppliers right away, therefore, no changes to the type, fabric, size, or color will be allowed once the deposit is charged. Final count is due two weeks prior to your delivery date. You may change your guest count up or down from your original order by

15% and your credit card will be credited or charged at that time. All sales are final. It is the lessee's responsibility to notify Premier Table Linens of any changes to the original order including address change, shipping information, phone number, and final count on rental items. Signature on return copy of this contract signifies agreement of the contracts terms and conditions.

**12. Payment Terms:** Upon acceptance of your order, the customer agrees to place an authorized credit card on file and pay 50% of the total charges as a non-refundable deposit. The balance of your order will be due two weeks in advance of the scheduled delivery or shipping date (**orders exceeding \$2,000 require final payment 30 days in advance**). Premier Table Linens has the right to refuse service or cancel an order for any reason without liability. Customer agrees to the laws and jurisdiction of the State of Florida for dispute resolution. Unauthorized credit card use is punishable by law and is subject to order cancellation.

Client (Lessee) Signature x \_\_\_\_\_ Date \_\_\_\_\_

x \_\_\_\_\_



Signature:

Email: SALES@PREMIERTABLELINENS.COM

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**END OF CONTRACT**