



Chalkboard Chique Rental Agreement

Please submit to: hello@chalkboardchique.com

Name: _____

Business (if applicable): _____

Telephone Number: _____

Email Address: _____

Event Date/s: _____

Rental Rates

- Rates are based on 3-day rental period (Fri – Sun) with discounted rates available for 1 week rentals (Mon – Sun).
- If items are returned late, the customer will be charged for an additional rental period. If items are not returned within three days and customer is not able to be reached, replacement fees will be assessed and charged to the credit card on file.

Rentals with Lettering

- If you select one of our collaborating letterers, the lettering will be completed in advance of your rental period.
- If an independent letterer is selected, please discuss their timeline requirements as you may need a longer rental period in order to accommodate the lettering turn-around time.

Rental Periods: Pick-Up/Return/Delivery

- 3-Day weekend rentals must be picked up on Friday between the hours of 5:00 pm and 9:00pm and are due back on Sunday between 5:00 pm and 9:00pm.
- 1-Week rentals must be picked up on Monday between the hours of 5:00 pm and 9:00pm and are due back on Sunday between 5:00 pm and 9:00pm.
- If alternative pick-up and delivery times are required, these must be discussed in advance of your booking.
- Pick up and return is located in Kanata.
- Delivery options may be available within Ottawa for a fee. Minimum orders required for delivery option.

Damaged Items

- Damage of chalkboards is considered the following:
 - Visible scratches on chalkboard surface that cannot be removed
 - Visible scratches or dents on chalkboard frame that cannot be repaired
 - Note: Chalkboard surface is compatible with chalk or chalk markers but NOT permanent paint pens
- In the event that the item is returned damaged customers will be responsible for the full retail/replacement cost.
- The initial rental fee paid by customers will be deducted from the damage re-payment.
- Damage payment will be only be charged to credit card on file once first discussed with customer.

Booking and Cancellations

- Please be aware that once the agreement is signed, and your event date scheduled, all other clients have been refused your specific rentals and services for your event date, and thus all deposit payments are non-refundable.
- If you would like to cancel your rental, you may do so within 14 days of your event and are not required to pay the balance of your invoice.

Payment Terms

- A 50% non-refundable deposit is required to reserve items and dates requested. Remaining 50% payment required 7 days prior to pick-up. Chalkboard Chique offers a 10% discount on full payments at time of booking.
- No products rented in this contract will be rendered, delivered, or available if balance is not paid in full prior to your event. The last day for full payment to secure your rental is 7 days prior to your event.
- Deposit and payments are confirmed by booking your item through our website www.chalkboardchique.com
- A valid credit card must be kept on file. The credit card will be used for damages, missing items, late fees, replacement fees as outlined above.
- Prices shown are all-inclusive.

Rental Agreement

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Terms and Conditions:

I, _____, agree to the terms and conditions listed in the rental
NAME

agreement on _____, of _____, 2017.
DATE MONTH

Signature: _____

Date: _____

Event Date: _____

*Visa/MC: _____

Telephone Number: _____

Expiry Date: _____

Email: _____

CCV: _____

Address: _____

*If preferred, CC information can be taken over the telephone. CC information is required to secure rental.