



# Custom Vinyl Tablecloths Linen Rental Agreement

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<b>Customer Name:</b>	<b>Delivery Date:</b>
<b>Customer Phone Number:</b>	<b>REQUIRED Return Date:</b>
<b>Email Address:</b>	
<b>Order Date:</b>	<b>Event Date:</b>

**Tablecloth/Overlay Order: Check the website to insure your item and size is available for rent.**

Material	Color	Size	Quantity	Rate,each	TOTAL
Woven Poly					
Cott'n-eze					
Crushed Velour					
Beethoven					
Bengaline Moiré					
Poly Check					
Chopin					
Circle Taffeta					
Faux Burlap					
Iridescent Crush					
Kaleidoscope					
Krinkle					
Lace					
Lamour Matte Satin					
Majestic					
Metallic Scroll					
Organza					
Panama					
Pintuck					
Poly Stripe					
Two color prints					
Multi-color prints					
Ribbon Taffeta					
Satin					
Sequins					
Supernova					
Tissue Lamé					
Wellington					
Additional items	Material	Color	Quantity	Rate, each	TOTAL
Napkins					
Runners					
Chair Covers					
Sashes					
Skirting 7'					
Skirting 14'					

Shipping Address: \_\_\_\_\_  
**Credit Card information (required)**  
Name on Card \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Card Number \_\_\_\_\_

City: \_\_\_\_\_  
City: \_\_\_\_\_  
Expiration date: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
CV Code: \_\_\_\_\_

**Total Rental Fees \$ \_\_\_\_\_**

**Less Deposit Received \$ \_\_\_\_\_**

**Remaining Balance \$ \_\_\_\_\_**

# Linen Rental Agreement

Custom Vinyl Tablecloths does hereby rent to Customer, the linens on this order, subject to all the following terms and conditions. The Renter in upon reading this agreement acknowledges and agrees as follows.

## Deposits

All agreements require a 50% non refundable deposit and a signed agreement, along with credit card information to hold your date and all the items listed on the agreement. Orders will not be processed and held until all three items have been submitted. The non-refundable deposit will be credited towards 50% of each item on the agreement. We accept Mastercard, Visa, American Express, and Discover.

## Balances

All Balances are to be paid in a full eight days prior to the delivery date. If paying the balance with a personal check, the order must be paid in full three weeks prior to delivery date. All return checks are subject to a \$35.00 return check fee. If the final payment hasn't been received eight days prior to the delivery date, the 50% deposit will be forfeited. We cannot deliver orders if there is an unpaid balance, and the availability of the requested items will not be guaranteed.

## Cancellations

Once an agreement has been signed, and deposit received, the agreement is confirmed. The deposit secures 50% of each item listed, therefore, you may remove an item. However, the deposit on that item will be forfeited. All orders are to have final quantities confirmed with Custom Vinyl Tablecloths eight days prior to the delivery date. Decreases will not be accepted within seven days prior to the delivery date. All deposits are non-refundable.

## Replacement Charges

If any item is not returned, torn, burned, or soiled beyond cleaning, the retail sales price will be charged to your credit card in addition to the rental charge. The customer is responsible for all items listed on the agreement at all times. Any loss that occurs at the customer's facility, or while in their possession, will be the customer's responsibility. Once delivered, the items are the responsibility of the customer. Any issues regarding loss at a facility will be between the customer and the facility. **All candles must be contained.** In the event that any wax residue is returned on an item, there will be a \$10.00 cleaning fee applied per damaged item. If an item is completely un-cleanable, the retail sales price will be billed to the customer in addition to the rental cost.

## Installations

It is the customer's responsibility to have a representative of their choice on site to install the items listed on the agreement. Custom Vinyl Tablecloths does not offer this service.

## Deliveries

All items are shipped UPS ground to arrive on the delivery date you have listed on the agreement. You have seven days of use with your rental. It is always wise to set your delivery date far enough ahead of your event date to ensure the items arrive on time. Bad weather can slow down deliveries. We will do everything we can to get the items to you in a timely manner.

## Returns

Once your items arrive, you will have seven days to use them. When it's time to pack them up to be returned, you will need to shake out all loose food items, and make sure that the items are dry. You then carefully fold the soiled items back up and put them back in the box, or boxes that they were shipped in. On the side of a box, there will be a clear envelope that will contain your return instructions, your packing slip, and a return shipment label (one per box). All missing labels must be reported the same or next day that the boxes are delivered, or a \$10.00 label fee will be charged to send new labels. Custom Vinyl tablecloths will cover the return shipping as long as you are in the continental United States, and the total of your order is \$60.00 or more. If your order is less than \$60.00, the customer is responsible for paying the return shipping. If you have lost your boxes and or return label, you may request a new one, or simply ship the items back at your own cost. **Important! The customer is responsible for getting the items to UPS by the end of the seven day period. If not, the customer will be responsible for additional weekly rental fees AND/OR replacement costs.**

## Credit Card Authorization (to be completed for all orders)

I do hereby guarantee that the credit card provided is valid and upon which I have signature rights. I do hereby authorize that Custom Vinyl Tablecloths may place all charges for rentals including any replacement charges for missing or damaged items on this credit card. Notwithstanding, customer agrees to provide payment in full in the event the card specified is not used.

Signature \_\_\_\_\_ Date \_\_\_\_\_