

## rental rules and regulations

Parties To Go Event Services is committed to keeping our party rental items looking as new as possible, considering normal usage for your enjoyment. Therefore, we request courteous treatment of these items so they will remain presentable for your next event. The following provisions are made as a clarification of our Rental Rules and Regulations.

- LOST OR DAMAGED ITEMS WILL BE YOUR RESPONSIBILITY.
  - YOU WILL BE CHARGED FOR REPLACEMENT, REPAIR OR CLEANING.
- **PARKING** –
- Parties To Go must be provided with adequate, protected, legal parking to install, maintain and remove your tent and rental equipment. Any summons or costs we incur due to your inability to provide us with parking will be documented and added to your invoice.
- **TABLES** - a minimum charge of \$20 per table will be assessed for any of the following:
- Tacks or staples being used.
  - Tables are wet or water damaged. If raining, tables must be protected from the weather by completely wrapping them with a tarp or preferably being brought indoors to prevent weather damage. If a tent or canopy has been rented from Parties To Go, the chairs may be stacked on the table and placed under the center of the tent or canopy for protection from the weather.
  - Food or drink residue is found.
  - Tables are folded and stacked, as delivered unless set up/breakdown fee is charged.
- **CHAIRS**- a minimum charge of \$1 per chair will be assessed for any of the following:
- Chairs are not stacked faced down seat down. All chairs must be stacked and/or bagged as delivered, including the use of a dolly or pallet, if provided.
  - All chairs must be protected from inclement weather. However, if a tent or canopy has been rented from Parties To Go, the chairs may be stacked on the table and placed under the center of the tent or canopy for protection from the weather.
  - Footprints, food, or drink residue.
- **CHAFING DISHES/ CHINA/ GLASSWARE/ FLATWARE**- a fee will be assessed depending on the specific item, for the following:
- Food or drink residue remaining.
  - Due to sanitary requirements, all items must be rinsed of food.
  - All glasses and dishes must be put back inside their respective racks properly. Due to sanitary requirements, all items must be rinsed.
  - Any items delivered in a plastic tote must be placed in respective tote and returned to Parties To Go
- **GRILLS**- a minimum charge of \$50 per grill will be assessed for any of the following:
- Food remaining on the grills.
  - Pouring water on charcoal to cool down. This will warp the base of the grill. Rather, remove hot charcoal carefully with the shovel and let the base cool down naturally.
  - Further instructions may be given for the rotisserie on the day of delivery.
- **CONCESSION EQUIPMENT**-
- All equipment must be wiped clean before returning to Parties To Go
  - Specialty items will require further instructions the day of delivery.
- **TENTS**
- All decorations placed in/on tent by customers must be removed, including all pieces of tape.
  - If sidewalls are removed by customer, they must be folded and stacked under tent.
  - Use of pins or crepe paper on tent fabric is prohibited.
  - Any item not delivered by Parties To Go must be removed from under the tent before pick-up.
- **UMBRELLAS**
- Umbrellas must be collapsed and put back into bag with pole in front pouch.

I, \_\_\_\_\_, hereby agree to the conditions stated above and those on contract # \_\_\_\_\_ and have received copies of both documents. Dated \_\_\_\_\_