

GENERAL RENTAL SALES & SERVICE _____

Party Equipment Rental Deposit & Cancellation Policy

This Policy applies to the following Party Equipment Rentals: *Tables, Chairs and Linens.*

Table and chair rentals that are being paid for by cash or check will be assessed a fifty percent (50%) deposit of the item's rental cost at the time of reservation. **Linen** rentals that are being paid for by cash or check will be assessed a one hundred percent (100%) deposit at the time of reservation. A reservation is not confirmed until a deposit has been received. In the event of cancellation, this deposit will be applied to the cancellation fee as per stated below.

Each of these rentals that are being paid for by credit card or billing will be charged a cancellation fee, as per this policy, in the event of cancellation. When paying with a credit card or through billing, no additional deposit need be sent in at the time of reservation.

Each of these rental reservations that are cancelled 7 calendar days or more prior to the scheduled delivery/pick-up date will not be charged a cancellation fee. Any deposits made prior to this time will be refunded. Credit card and billing customers will not be charged.

Table and chair reservations that are cancelled 6 calendar days or less prior to the scheduled delivery/pick-up date will be assessed a cancellation fee of fifty percent (50%) of the cost of the rental. Any deposits made prior to this time that exceeds the fee amount will be refunded. Credit card customers will be charged this fee on the credit card account they left to secure their reservation. Billing customers will be billed the fee amount with a Net 30 time period to pay.

Linen reservations that are cancelled 4-6 *calendar days* prior to the scheduled delivery/pick-up date will be assessed a cancellation fee of fifty percent (50%) of the cost of the rental. **Linen** reservations that are cancelled 3 *calendar days or less* prior to the scheduled delivery/pick-up date will be assessed a cancellation fee of one hundred percent (100%) of the cost of the rental. Any deposits made prior to this time that exceeds the fee amount will be refunded. Credit card customers will be charged this fee on the credit card account they left to secure their reservation. Billing customers will be billed the fee amount with a Net 30 time period to pay.

Rental cost: _____

Deposit amount: _____

Date of Delivery/Pick-up: _____

Customer Signature: _____

_____ P.O. BOX 810, AVONDALE, PA 19311 610-268-2825 * 610-268-8505 (fax)