

# GENERAL RENTAL SALES & SERVICE \_\_\_\_\_

## **Party Department Tent Rental Deposit & Cancellation Policy**

All tent rentals that are being paid for by cash or check will be assessed a fifty percent deposit of the tent rental cost 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.

All tent 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.

Any tent reservation that is cancelled 14 calendar days or more prior to the scheduled set-up date will be charged a cancellation fee of ten percent (10%) of the cost of the tent 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.

Any tent reservation that is cancelled 7 to 13 calendar days prior to the scheduled set-up date will be assessed a cancellation fee of twenty-five percent (25%) of the cost of the tent 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.

Any tent reservation that is cancelled 6 calendar days or less prior to the scheduled set-up date will be assessed a cancellation fee of fifty percent (50%) of the cost of the tent 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.

Tent rental cost: \_\_\_\_\_

Deposit amount: \_\_\_\_\_

Date of tent set-up: \_\_\_\_\_

Date of transaction: \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

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