



10 Ragan Ct. Washington, IL 61571

Event Date: _____

Quote #: _____

Rental Terms and Conditions for Renting from I Do Events

I Do Events hereby enters into an agreement with _____ (Lessee) to rent the property described on the Rental Quote (attached).
Please Print

Subject to all terms/conditions of the contract the Lessee in consideration thereof, acknowledges and agrees as follows:

- _____ 1. **Warranties.** There is no warranty that the rental items are free of any defects. Some minor defects may be on some items that are not readily apparent. These defects do not constitute a breach on our part.
- _____ 2. **Preview Rental Items.** I Do Events offers an option to preview sample items. It will be your responsibility to ensure that the chair cover and table linens indicated on the rental invoice fits ALL the chairs and tables you wish to cover. If the rental item does not fit or the venue changes the chair style, you will not be granted a refund. Ensuring proper fit and color is your responsibility.
- _____ 3. **Damaged/Missing/Lost Items.** The lessee agrees to pay for any damage to, loss of, or any theft (disappearance) made on the rental items. Items damaged beyond repair or not returned will be paid for at its full replacement cost. (Five times the rental amount). Except for reasonable rental usage, all items must be returned in their normal condition. However, for each item returned with tears, cuts, candle burns, wax, pen, or crayon marks that may be damaged beyond repair, the customer authorizes the use of their credit card to be automatically charged for the replacement of such item. (Five times the rental amount).
 - a. **Damage Waiver.** As an added service we automatically charge a damage waiver fee of 10% of the gross rental charge. In return, I Do Events waives your responsibility for accidental damage to the equipment while in your possession and control. You must still take reasonable precautions to protect the equipment and not intentionally damage the equipment. This does not cover product loss.
- _____ 4. **Outdoor rentals.** All rental items that are used in an outdoor setting are at your own risk. We will use our best judgment to determine setup at the scheduled time. If I Do Events or lessee makes the decision to forgo setup due to weather, lessee is still responsible for payment of those items.
 - a. **Ceremony Chairs:** If you call us prior to 7am on the day of your event to cancel- we will refund you 75% of the chair cost, but if the chairs get cancelled after 7am- you will not get a refund for the chairs. Please call the emergency contact at 309.745.9436 ext. 3 the day of your event.
- _____ 5. **Cancellations.** Deposits are non-refundable. This ensures that the rental items are available for your event. Balances (due 5 days prior to your event) are non-refundable without exception.
- _____ 6. **Deposits.** A 25% deposit based on your preliminary count is required to hold the event date. By paying your deposit you are agreeing to the terms and conditions of this contract.
- _____ 7. **Quotes.** All quotes received from I Do Events are valid for 30 days.
- _____ 8. **Finalization of Order.** You may drop or increase your counts by no more than 15% of the total preliminary item count. The final count is due no later than 21 days prior to your event. If your final count is not received by the due date, your preliminary count will be used. You are responsible for determining that the final count is sufficient for your event, as I Do Events will only supply the number of rented items provided in your final count. (Use final chair count, not final headcount). No decreases may be made to your order after 8 days prior to your event. Final payment is required 5 days prior to your event. Rental items will not be delivered without final payment and your deposit will be forfeited.
- _____ 9. **Confirmations.** I Do Events will email a final confirmation to _____, approximately 5 days prior to your event, stating what items we are bringing, the setup & pickup times, as well as any last minute questions we might have. It is your responsibility to ensure that you receive this email as well as respond with any changes.
- _____ 10. **Travel.** I Do Events will provide setup anywhere in the state of Illinois. A travel fee is associated with all events outside a 30 mile radius of Peoria, IL & Champaign, IL (central Illinois). A minimum of \$375 in rental items and a minimal travel fee is required for travel outside this area. I Do Events does not provide midnight teardown services outside this 30 mile radius.
- _____ 11. **Extension:** An additional fee will be invoiced following the event if any of the following occur during setup or teardown: the room is not ready at the scheduled time, a second trip is required for venue or client error, items are not removed from table at scheduled teardown time, a chair or room flip is required, a last minute same night teardown is required, a last minute short-term setup is required, doors are not unlocked at setup or teardown, etc...
- _____ 12. **Breach.** If any part of this contract is breached in any way, you are authorizing any additional charges by signing this agreement.
- _____ 13. **Setup/Teardown.** All prices include setup as long as your event is within 30 miles of our offices and your total rental fee exceeds \$300. If your event is outside this area, please refer to the Travel portion of this contract. For same day teardowns (ie. Midnight), an additional fee of \$150 will be charged. For next day teardowns an additional fee of \$50 will be charged. If you do not meet this minimum you still have the option of paying a small setup fee for this service.
- _____ 14. **Flips/2nd trips.** If a ceremony to reception flip is required for your event or an additional trip is made to your venue for incorrect counts, colors, ceremony location, early delivery of linens, etc, (on your part) then an additional \$100 fee will be incurred.
- _____ 15. **Credit Cards.** All credit card transactions will incur a 4% surcharge.
- _____ 16. **Return Check Fee.** There is a \$30 fee for all returned checks.

Signature _____ Date _____

Your signature above signifies agreement to the terms and conditions found on this contract.

Credit Card # _____ Expiration _____



Visa



Mastercard

This credit card will only be used in emergency situations. In the event that the number of tables or chairs set at your venue is greater that the final count given to I Do Events on the day of the event I Do Events will try to accommodate these tables/chairs with coverings, thus charging this credit card. If you choose not to leave a credit card number and an outstanding balance is not paid 30 days following the event it is our policy to turn your balance over to our collection agency.