INVOICE _____

INITIAL _____

Vermont Tent Company

14 Berard Drive
South Burlington VT 05403
802.863.6107
802.863.6735 fax

RENTAL CONTRACT
TERMS & CONDITIONS

RESERVING EQUIPMENT:

Quotes and proposals do not guarantee availability of rental equipment. **Equipment and items will be reserved only upon receipt of a valid credit card, a signed rental contract and a 50% NON-REFUNDABLE deposit (cash, check or credit card).** All reserved equipment is subject to a 50% cancellation fee up to 10 days before event. Equipment cancelled less than ten days from event will be charged full rental price.

In order to properly service all of our customers we require that **all rental equipment** be provided by Vermont Tent Company.

DAMAGE WAIVER:

For security against damaged items, a non-refundable damage waiver of 8% will be added to all Event Division orders.

FINAL PAYMENT:

Client must provide Vermont Tent Company with a final count 10 days prior to event at which time a final invoice with balance due will be provided. Full payment is due 7 days prior to event. No orders will be scheduled for delivery until full payment is received. An order is considered complete 2 days prior to scheduled delivery. **A $25 surcharge will be added to your account each time a completed order is changed.**

SITE PREPARATION:

Please be sure your site is ready (i.e. lawns mowed, vehicles out of the way, etc.) before crew arrives. Vermont Tent Company will call Dig Safe for marking of all underground public utilities and Client agrees to inform Vermont Tent Company of the existence of any private underground utilities (i.e. phone or gas lines, septic system, pool pipes, irrigation lines, etc.), or conditions that may interfere with the ability to stake and/or anchor equipment. Client assumes all responsibility for all damage to underground equipment in absence of such notice.

ON-CALL SERVICE:

We provide 24-hour on call service to our clients. Additional charges may apply for this service.

ON-SITE SERVICE:

Client may retain the services of a Vermont Tent Company employee during an event. Additional charges apply for this service.

DELIVERY/PICKUP SERVICE:

Delivery service is available on all orders regardless of size. All fees are based on tailgate delivery and charged by geographic location. Additional delivery charges will occur for 2nd floor or higher delivery locations, excessive distance for loading and unloading trucks, specific delivery and pickup times, and after-hours delivery and pickup. **Delivery fees quoted may change after site inspection.**

All items will be delivered and picked up at a designated location. The client should be available to count all items upon delivery and pickup, otherwise, the counts will be considered accurate.

Orders are typically delivered 1-3 days in advance of your event while pickups occur 1-2 days following your event. You may request AM (8-12) or PM (12-4) delivery or pickup service.

Responsibility for equipment remains with the client from the time of delivery to the time of pickup. Please be sure all equipment is secured when not in use and protected from the weather.

CLEANUP / PREPARATION FOR PICKUP:

All floral arrangements, trash, and decorations of any kind should be removed from tent before scheduled pickup time. Client assumes all responsibility for damages caused by decorations. Please be aware that some decorations can cause a permanent stain on the tent, linen, and other rental items. Please ask if you are unsure to avoid the cost of damages. Decorations must not affect the structural integrity of the tent. **All chairs and tables should be stacked as delivered.**

All dishes, glassware and cooking equipment, should be returned to proper rack or container and assembled at a single location for pickup. **Dishes, glasses, and flatware must be well rinsed and food and particle-free.** Stoves, ovens, and grills must be returned clean.

LINEN:

Please be aware that fabric variations due to washing, normal use, and dye lot differences are part of the unique character of rental linens. Linens should be returned food and particle-free and be shaken out and put into laundry bags provided. Linens that are returned with burns, holes, tears, or are permanently stained due to client negligence will be billed at replacement cost.

WEATHER:

Client understands that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain; however there may be situations, particularly those involving strong winds and lightning, in which the tents will not provide protection and may even be damaged or blown over. Evacuation of tents to avoid possible injury is recommended when severe weather threatens the area where the tent is erected. People must leave the tents and not seek shelter in tents during such conditions.

Because it may be difficult to determine if the weather is severe enough to necessitate evacuation, it is best to err on the side of caution. In other words, if in doubt, evacuate. Vermont Tent Company will make the services of one of its staff available on site during the event for an additional charge to assist with weather assessment and evacuation if necessary. If client declines those services client understands that it is client's responsibility to be aware of changing weather conditions and to exercise its best judgment with regard to the evacuation of the tents. Client should become thoroughly familiar with evacuation procedures whether or not they decide to retain the services of a VTC staff member during the event. The VTC emergency support telephone number is also available provide assistance to clients.

Client agrees that in the event of a predicted or actual storm or excessive winds, Vermont Tent Company may dismantle any equipment that has been previously installed to ensure safety of all involved.

INDEMNIFICATION AND DEFENSE:

Client agrees that if legal proceedings are brought against Vermont Tent Company for compensation for personal injuries or property damage arising out of the event, Client will indemnify Vermont Tent Company and its employees except for claims which arise out of the negligence, gross negligence or willful acts or omissions of Vermont Tent Company, its agents, servants or employees.

ADDITIONAL CHARGES:

* Building and fire permits are required by the State of Vermont. Vermont Tent Company will file for all permits and provide necessary equipment (fire extinguishers, exit signs). There will be an additional fee for this service.

Additional charges may apply if:

(a) The site is not ready or accessible when the crew arrives
(b) The tent and rented equipment is not ready for prearranged pickup
(c) Delivery or pickup is from any location other than ground level (upstairs or downstairs)
(d) All chairs and tables are not stacked and bagged as delivered for pickup
(e) Food service items are not rinsed food-free
(f) All additional equipment (stoves, grills, ovens, etc.) is left dirty
(g) Customer requires pickups before or after normal business hours
(h) Site requires custom tent installations (i.e. on asphalt, decks, immovable obstructions, etc)

Be sure all equipment is returned according to these TERMS AND CONDITIONS. The client is solely responsible for any additional charges incurred as a result of failure to meet these conditions. All collection fees, attorney fees, court costs, or any expense involved in the collection of rental charges will be the non prevailing party's responsibility. I have read and agree to the above TERMS AND CONDITIONS and acknowledge receipt of same.

_____ _____ _____
Client Signature Date Name Listed on Credit Card

Credit Card #_____**Exp. Date**_____**Security Code**_____**MC/VISA/AMEX/DISCOVER**

White Copy – Vermont Tent Company / Yellow Copy – Customer