



## POHLMANN'S PARTY PALACE WEDDING AND TENT RENTAL

### TERMS OF AGREEMENT CONTRACT

WE ENCOURAGE POTENTIAL CUSTOMERS TO RESERVE AS SOON AS POSSIBLE TO ENSURE THEIR RENTAL ITEMS WILL BE AVAILABLE THE DAY OF THEIR EVENT. THE INITIAL 50% DEPOSIT THE CUSTOMER PAYS IS NON – REFUNDABLE, AND CANNOT BE USED AS CREDIT FOR FUTURE RENTALS. WE ONLY ACCEPT CASH AND CHECK FOR PAYMENT.

FINAL NUMBERS MUST BE EMAILED TO [PARTYPALACE@YMAIL.COM](mailto:PARTYPALACE@YMAIL.COM) NO LATER THAN 2 WEEKS PRIOR TO YOUR WEDDING. FINAL PAYMENT IS DUE NO LATER THAN 2 WEEKS PRIOR TO YOUR WEDDING, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE (MUST BE AGREED UPON VIA EMAIL).

RENTALS CAN BE PICKED UP FRIDAY OR SATURDAY BY APPOINTMENT ONLY AND RETURNED ON MONDAY BEFORE 5 P.M. IF RENTALS ARE NOT RETURNED UNTIL TUESDAY THE CUSTOMER WILL PAY 10% OF THE RENTAL TOTAL. IF RENTALS ARE NOT RETURNED UNTIL WEDNESDAY THE CUSTOMER WILL BE CHARGED 20% OF THE RENTAL TOTAL, AND AN ADDITIONAL 20% EACH FOLLOWING DAY. OTHER ARRANGEMENTS CAN BE AGREED UPON THRU EMAIL.

IF WE ARE SETTING UP, THEN ARRANGEMENTS MUST BE FINALIZED NO LATER THAN 2 WEEKS PRIOR TO YOUR WEDDING DATE. PLEASE CIRCLE YOUR PREFERENCE. IF CUSTOMER IS PICKING UP THEN THE PICK UP LOCATION PARTY PALACE RENTAL SHOW ROOM LOCATED IN UP TOWN NORMAL AT 124 E. BEAUFORT NORMAL, IL. 61761. SAME NIGHT TEAR DOWN IS AN ADDITIONAL \*\$50.00\* CHARGE. CIRCLE YOUR PREFERENCE BELOW.

DELIVERY, SET UP, TEAR DOWN, PICK UP

DELIVERY + PICK UP ONLY

CUSTOMER PICK UP AND RETURN

\*SAME NIGHT TEAR DOWN\*

DATE:

TIME:

LOCATION AND HALL NUMBER IF APPLICABLE:

THE CUSTOMER IS NOT REQUIRED TO CLEAN ANY LINEN RENTALS PRIOR TO RETURNING. CUSTOMERS ARE REQUIRED TO RETURN LINENS DRIED. DAMP LINENS WILL BE CHARGED A LABOR FEE. LINEN RENTALS CAN NOT BE RETURNED IN PLASTIC GARBAGE BAGS. IF LINEN RENTALS ARE RETURNED IN PLASTIC GARBAGE BAGS THE CUSTOMER WILL BE CHARGED A LABOR FEE. IT IS PREFERRED CUSTOMERS RETURN LINENS HUNG, OR FOLDED AS THEY WERE RECEIVED, BUT NOT REQUIRED AND WILL NOT BE CHARGED EXTRA. LINENS WITH WAX STAINS, BURN HOLES, FOOD AND BEVERAGE STAINS ARE SUBJECT TO CHARGE DEPENDING ON THE SEVERITY OF DAMAGE.



AS LONG AS CUSTOMER RETURNS ALL LINENS RENTED, THE MOST A CUSTOMER WILL BE CHARGED IS 60% OF THE ITEM'S REGULAR RENTAL PRICE. IF LINENS ARE NOT RETURNED AT ALL, THEN THE CUSTOMER MUST PAY TO REPLACE THE SAME LINEN FROM THE SAME COMPANY AS IT WAS ORIGINALLY PURCHASED FROM AND PAY ANY SHIPPING CHARGES THAT MAY APPLY. IF ANY LINENS THE CUSTOMER RENTED CANNOT BE FOUND THEY MUST NOTIFY US VIA EMAIL [PARTYPALACE@YMAIL.COM](mailto:PARTYPALACE@YMAIL.COM) BEFORE MONDAY AT 5 P.M. TO AVOID DAILY LATE CHARGES ON TOP OF LINEN REPLACEMENT COST. DISHES ARE REQUIRED TO BE CLEANED BEFORE RETURNING. ALL GLASSWARE, DISHWARE, AND SILVERWARE THAT IS RETURNED NOT CLEANED IS SUBJECT TO AN ADDITIONAL CHARGE OF FULL RENTAL PRICE.

SET UP AND TAKE DOWN IS INCLUDED IN THE PRICE OF TENT, DANCEFLOOR, SUBFLOOR, BACKDROP, LIGHTING AND TENT SIDEWALLS. CUSTOMERS WILL RECEIVE THEIR CHAIRS AND TABLES IN STACKS LOCATED IN A MUTUALLY CONVENIENT LOCATION. CUSTOMERS MUST STACK CHAIRS AND TABLES HOW THEY WERE RECEIVED BEFORE WE COME TO PICK UP THE RENTAL EQUIPMENT. WE CAN SET UP AND TAKE DOWN CHAIRS AND TABLES IF AN AGGREEMENT IS REACHED BEFORE HAND VIA EMAIL [PARTYPALACE@YMAIL.COM](mailto:PARTYPALACE@YMAIL.COM). TENTS WILL HOLD UP TO 80 MPH WINDS. IF THERE IS ANYTHING WRONG WITH A CUSTOMER'S TENT, HE OR SHE MUST REPORT THE PROBLEM TO [PARTYPALACE@YMAIL.COM](mailto:PARTYPALACE@YMAIL.COM) BEFORE THEIR RECEPTION BEGINS. THE CUSTOMER IS NOT ALLOWED TO HANG OBJECTS IN THE TENT IF IT REQUIRES POKING HOLES IN THE TENT, OR THE TENT SIDEWALLS. CUSTOMERS CAN BE CHARGED UP TO \$30.00 PER HOLE POKED. PARTY PALACE DOES NOT PROVIDE POWER FOR YOUR LIGHTING. WE WILL PROVIDE EXTENSION CORDS, BUT ARE NOT RESPONSIBLE FOR SUPPLYING POWER, GENERATORS, OR PROBLEMS WITH BLOWN FUSES.

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CUSTOMER MUST CHECK BOX SIGNIFYING THEY HAVE READ, UNDERSTOOD, AND AGREE TO ALL RENTAL TERMS.

X

DATE

X

CUSTOMER

X

MIKE POHLMANN  
PARTY PALACE OWNER

X

DATE