

Please initial or sign all fields where indicated.

PAYMENT

In good faith, customers are required to pay 50% of the total price as a damage deposit at the time of booking. The overall balance is due ten business days prior to the event date. The damage deposit less any late or replacement fees (if applicable) will be returned once rental linens are successfully returned to chair affair after the event. Acceptable forms of payment are cash, cheque, and money order. Should you be paying with a cheque please make it out to Judy Nguyen. Any cheques returned for non sufficient funds will be charged an additional fee of \$45.00.

Please Initial _____

SUCCESSFUL RESERVATIONS

Until chair affair receives the damage deposit and a completed and signed copy of this rental agreement form from the customer, the linens will not be reserved.

Please Initial _____

CHANGES AND CANCELLATIONS

Once the rental agreement form has been signed, no changes other than up-sizing or down-sizing of 10% of the order is permitted. Up-size or down-size requests require 3 to 4 weeks notice. There is a no refund policy for any cancellations made by the rental client; should you cancel your order the initial 50% deposit will not be refunded.

Please Initial _____

DELIVERY STIPULATIONS

For events within the limits of the city of Calgary, Alberta, Canada no mileage fee is applicable for delivery or pickup. However, for events outside the limits of Calgary, an additional charge is required for the mileage necessary to transport our products and staff to and from the specified location. Mileage charge is based on the set rate of \$1 per kilometer round trip, and commences immediately once our vehicle travels beyond 20 km from our storage site in Calgary, Alberta. Mileage is supported using GoogleMaps and Chair Affair maintains the right to determine the delivery route without dispute from the client.

Please note that your order will not be delivered if final payment has not been received prior to your event date.

- ❖ **FULL RENTAL SERVICE** – Delivery and set up of rental linens will take place the morning of or the night before the event date, depending on approval from your venue manager. Take down of rental items will take place at the end of your event at a pre-determined time.

- ❖ **DO IT YOURSELF (DIY)** – Personal delivery of rental linens will take place the night before the event date. Location of delivery will be determined by the rental client. The rental client must be present at time of delivery to sign off the receipt of our linens. Once the event is over, we request you pack the rental items back in the labeled containers chair affair originally delivered them in. We will pick up our rental items the following morning.

Please Initial _____

chair affair[®]

[Rental Agreement Form]

SHIPPING STIPULATIONS

Applies to customers with event locations outside the city of Calgary, Alberta, Canada. Should the customer prefer chair affair ship rental linens rather than personally deliver them, the customer takes on the entire responsibility and cost of shipping and return. Our preferred shipping service is FedEx. Please call 1.800.GoFedEx or 1.800.463.3339 for their rates. We will arrange for shipment to arrive one to two days prior to the event date.

We recommend that you count the linen upon receipt and before return shipment to ensure order accuracy. The customer takes on the responsibility of repacking our linens in boxes and applying the label that is provide for you for the return shipment.

- ❖ **LATE FEE** – For return shipment, we allow three days of transit time, beginning the first business day after the event. If we do not receive our linens within the specified time, late fees of 25% of the total rental fee will apply per day afterwards.

Please Initial _____

LOST OR DAMAGED ITEMS

The customer accepts full responsibility and agrees to pay a full replacement charge should any linens be missing or have damages beyond repair while in the customer's care. Any linen with wax stains, burn marks, pin marks, holes, rips, tears, gum, permanent marker ink, or mildew are examples of non-repairable damages.

ITEM

REPLACEMENT COST (CAD)

ORGANZA SASH	\$2
SATIN SASH	\$3
POLYESTER CHAIR COVER	\$5
SPANDEX/LYCRA CHAIR COVER	\$6
SATIN TIE UP CHAIR COVER	\$6
DAMASK CHAIR COVER	\$8
POLYESTER TABLE CLOTH	\$15
ORGANZA OVERLAY	\$15
SATIN OVERLAY	\$20
TABLE SKIRTING	\$30
STORAGE BINS	\$100

Please Initial _____

BY SIGNING THIS DOCUMENT YOU AGREE TO THE TERMS AND CONDITIONS ABOVE.

FIRST NAME:

PLEASE PRINT

LAST NAME:

PLEASE PRINT

SIGNATURE:

PLEASE SIGN

DATE:

MM / DD / YY