

# PJ's Party Rental Terms and Conditions

## Special Policies for Canopy/Tents

### **RESERVING EQUIPMENT & PAYMENT:**

Quotes and proposals do not guarantee availability of rental equipment. **Equipment and items will be reserved only upon receipt of a 30% Non-refundable reservation fee.** In order to properly service all of our clients we require a final count on all rental equipment 10 days prior to the event at which time a final invoice will be provided if changes have been made. A 24 hour notice of all canceled equipment is required or all charges will be charged to the client. If circumstance requires cancellation the 30% reservation fee will be retained by PJ's Party Supply LLC as a cancellation fee. **A \$25.00 charge will be added to your account each time the order is changed within 24 hours of your scheduled delivery or will-call date.** All charges are due 7 days prior to a scheduled installation unless other arrangements have been made with management. No orders will be scheduled for delivery until full payment has been received...

THE RENTAL OF THIS EQUIPMENT IS TO THE CLIENT INDICATED ON THE CONTRACT, FOR THE EVENT AND SPECIFIED DATE INDICATED ON THE INVOICE. THIS EQUIPMENT CANNOT BE SUBRENTED OR USED BY OTHERS, ONLY THE CLIENT LISTED. THE CLIENT IS RESPONSIBLE FOR READING AND UNDERSTANDING ALL INFORMATION LISTED BELOW.

### **CLIENT RESPONSIBILITY "PERMITS":**

Most cities/townships require a "tent permit" – call your city hall to inquire about this requirement and what you need to get this done. Generally this takes up to 4-weeks to accomplish so start early! We are not responsible for any legal repercussions or fines from installation of Canopy/Tents.

### **SITE PREPARATION:**

It is the responsibility of the client to be sure the site is ready, (lawns mowed, furniture moved, vehicles moved, etc.) before the crew is scheduled to arrive. If the site is not ready or accessible when the crew arrives, the client will incur additional fees and/or the equipment may not be delivered. Client agrees to inform PJ's Party Supply prior to delivery of the existence of any underground utilities (i.e. phone lines, cable lines, sprinkler systems, water lines, gas lines, electric lines, septic systems, etc.), or conditions that may interfere with the ability to stake and /or anchor Canopy/Tent. Client will assume responsibility for all damages to underground utilities in absence of notice or incorrect location of utilities, PJ's PARTY SUPPLY & RENTALS WILL NOT BE LIABLE FOR ANY DAMAGES OR INJURY AT THE EVENT.

### **IMPORTANT GUIDELINES:**

Never unfasten stake lines. These lines are an integral part of the structural safety of the tent. Never remove any poles from the tent. To do so severely weakens the structural stability of the tent. If barrels are used to anchor the tent do not move or empty the barrels. If you have rented a "do it yourself" tent please follow all instructions for the safety of your guests. You agree to hold PJ's Party Supply & Rentals harmless of any damage or injury caused by incorrect installation. Please do not put any nails, staples, wire or any other object through the fabric of the tent or sidewall. If you remove the sidewalls, fold them and put them in a dry place. Do not allow the sidewall to drag on the ground or get wet or soiled.

### **CLEAN UP:**

You are welcome to decorate your Canopy/Tent for your event but prior to our arrival for takedown, please remove all decorations and any other items that do not belong to PJ's Party Supply & Rentals. If tables and chairs have been rented for the event they must be broken down and stacked away from the tent area. Please make sure all garbage and equipment is cleared from the area. If the crew must move items from the area and perform clean-up services you will be charged.

### **WEATHER:**

Tents are temporary structures designed to handle most normal weather conditions; however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. We WILL NOT set up or deliver a tent if wind increases to 20mph or above. If a client insists on installation of a Canopy/Tent when there is threat of inclement weather they will be required to sign a waiver and take responsibility of any damages.

**RESPONSIBILITY OF THE EQUIPMENT REMAINS WITH THE CLIENT FROM THE TIME OF DELIVERY OR PICK UP TO THE TIME OF PICK UP OR RETURN: Please be sure all equipment is secured when not in use and protected from weather. All collection fees, attorney's fees, and court costs or any expenses involved in the collections of rental charges will be the Client's responsibility. Questions? Call our rental department at 940-384-PRTY (7789)**



*You invite the guests, We'll Supply the Rest!*<sup>™</sup> **940-384-PRTY (7789)**

