

## Elegant Tableware Rentals Terms & Conditions

**Booking** – The renter will be required to complete booking form detailing the order. The booking form should include a cheque or e-transfer for booking deposit. Booking must be made two weeks prior to event.

In the Sydney area, delivery and pick up is free. Outside of the city area, please ask for a quote.

**Deposits** – We require two separate deposits. 1 - The first is a non-refundable booking deposit of 50% of the total order amount paid at the time of booking. This booking deposit secures your rental date. The deposit should be sent via e-transfer or cheque. 2 - We also require a damage deposit of 50% of your order. The damage deposit will be returned to the renter once the items are inspected and it is verified that there is no damage, missing pieces, etc. Upon inspection, if there are any broken or missing pieces, the renter will be notified of replacement value before money is taken from damage deposit.

**Payment** – We require the booking deposit (50%) at the time of the booking and the balance due one week before rental date. Once the booking form is completed and the booking deposit received, the booking will be confirmed. The renter will receive an invoice (receiving receipt of deposit) detailing the outstanding balance. The booking payment can be made by e-transfer to [dmc@syd.eastlink.ca](mailto:dmc@syd.eastlink.ca); cash or a cheque made out to Elegant Tableware Rentals. Damage deposit can be sent as an e-transfer to [dmc@syd.eastlink.ca](mailto:dmc@syd.eastlink.ca) or as a cheque mailed to: Elegant Tableware Rentals, 222 Roberts Street, Sydney N.S. B1N1C2.

**Cancellation Policy** - In the event of a cancellation, the booking deposit will not be returned (this is non-refundable) and the damage deposit payment will be returned.

**Rental Collection** – You can collect your rental up to 1 week prior to the event for setting up purposes. Rental to be returned the day after the event. If an extension is required, please contact us.

**Cleaning, Care and Packing of china** – The renter is responsible for the property of Elegant Tableware Rentals from the time of pick up until it is returned.

Please do not clean china or linens. Due to the fragile nature, we prefer to hand-wash the items.

Prior to returning the china, please remove all liquid from cups and scrape food from plates and serving items. All items should then be repacked in the original packing and containers.

I confirm I have read and understood the above Terms & Conditions.

Name -

Signature -

Date -