

## Milestone Event Productions

### Rental Agreement Terms & Agreements

Date of Rental : \_\_\_\_\_

By signing below the renter is accepting the following terms and conditions for rental equipment provided by Milestone Event Productions as described in attached invoice/estimate.

1. A \$50 deposit is required to hold rental items and event date. Deposit will be applied to the bill and balance will be due upon delivery to [info@themilestoneevent.ca](mailto:info@themilestoneevent.ca) The date and rental items are not reserved until deposit and signed rental agreement are submitted to and received by us. Any deposit paid is refundable with 7 days of notice of cancellation of the rental date.
2. Renter shall return items or have them ready for pick up on date and by time specified on invoice or verbal arrangements. Additional daily rental fees will apply for late returns.
3. Cancellation of any item within 48 hours of scheduled delivery or pick up will result in a 100% cancellation fee. Cancellation of entire order must be done 7 days prior to event date or a cancellation fee of 100% of current invoice will be forfeited.
4. Invoice is to be paid in full prior to or at time of customer pick-up or upon delivery.
5. The renter is responsible for loss or damage of items and will pay for the cost of replacement or repair. This cost will be assessed within 5 days of return and presented in a separate invoice payable within 15 days. The replacement value of items will be determined by age and condition at time of rental.
6. All food service items must be left for pick up or returned wiped free of food. A \$50 fee will be charged if items are not left in this condition.
7. Delivery is curbside unless noted otherwise on invoice/estimate. Set up fee is separate line item.
8. Returned cheques will incur additional charges including but not exceeding all bank fees plus \$15 processing fee.
9. Refund requests must be made in writing, and will be responded promptly. If equipment is ordered and delivered but not used, no refund will be approved.
10. Safety deposit will be returned upon closer inspection of the returned items. Please allow up to 5 business days for return of safety deposit, or inform us if we exceed the 5 days.

Print name of : \_\_\_\_\_

Delivery Full Address : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Signature of Accepting Party:\_\_\_\_\_

[info@themilestoneevent.ca](mailto:info@themilestoneevent.ca)