

# *Elegant Tableware Rentals*

## Terms & Conditions

**Booking** – The renter will be required to complete the booking form detailing the order. The completed booking form must include a cheque for the booking deposit. Booking must be made **two weeks** prior to your event. Your rental includes 4 days and 3 nights from the time you pick up your order until it is returned to us.

**Surcharge** – The only surcharge is the washing up fee, which is \$20. In Sydney area, delivery and pick up is free. There is a delivery fee of \$20 for surrounding areas (North Sydney, Glace Bay, New Waterford, etc). This fee will include delivery and pick up. Outside of surrounding areas, please ask for quote.

**Deposits** – We require two separate deposits. The first is a **non-refundable** deposit of 50% of the total order cost amount paid at the time of booking. The booking deposit secures date. The deposit should be sent via bank or e-transfer or cheque. We require a damage deposit of 50% of your order. The damage deposit will be returned to the renter once the items are inspected for damage and/or missing pieces. Upon inspection, if there are any broken or missing pieces, 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 the rental date. Once the booking form is complete and booking deposit received, the booking will be confirmed. The renter will receive an invoice (upon receiving receipt of deposit) detailing the outstanding balance. The booking deposit can be made by bank or e-transfer, or cheque made out to Elegant Tableware Rentals. **Damage payment must be sent as a cheque**, as this will be returned to the renter upon satisfactory return inspection. This cheque must be mailed to:

Elegant Tableware Rentals, 222 Roberts Street, Sydney, NS, B1N 1C2

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

**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.

**NOTE** – *Please do not clean china or linens. Due to their fragile nature, we prefer to hand-wash the items. A washing-up fee of \$20 is required.*

When packing the china, please remove liquid from cups and food from china. All china should be packed in original packing and boxes.

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_