Thank you for choosing A Rayz TKO Designz. We’re delighted to service your event. Please read, print, sign, email or text the following to a [ray@atkoworld.com](mailto:ray@atkoworld.com) or 404-662-3273:

As we cannot move forward without a signed rental agreement.

**Please note**:

A Rayz TKO Designz reserves the right to photograph, publish, and market any and all events

taken of table settings, centerpieces, and floral arrangements rented from A Rayz TKO Designz.

**RESERVATIONS**

We welcome your advance reservations to ensure availability. Equipment will be reserved upon receipt of a signed contract, and the deposit. The deposit is equal to

50% of total cost to reserve your date and will be put towards the balance**. You will need to have a card on file for rental to serve as a damage collateral. RayzTKODesignz reserves the right to charge card after written notice to client for damaged or unreturned items.**

**See cancellation in regards to refunds**

**PAYMENT**

Your first payment (deposit) is due immediately upon receiving your invoice and Final payment of balance will be due 30 days prior to the event. At this time, adjustments, if any, will be made to reflect any changes. These amounts do not include any required damage fees or amounts due resulting from loss of goods. Payment can be made via PayPal, debit card, or credit card.

**\*\*\*Please note damages to ANY rental items will result in additional charges and will be charged to the credit card on file.**

In the event that we do not receive all items rented belonging to A RAYZTKODESIGNS LLC, there will be fees associated with the rental items and you will be charged. WE DO NOT CHARGE a

cleaning fee for linens however, all linens that are torn, damaged beyond use, molded, damaged from candle wax or missing will result in the following charges below:

\***Chair Covers $10.00**

**each**

**\*Basic Table Linens $15.00 each**

**\*Premium Linens $65.00**

**each**

**\*Table Overlays $15.00**

**each**

**\* Chair Sashes $7.00**

**each**

**\*Vases Varies Depending**

**on vase**

**\* Napkins $3 each**

**\*Table Runners $8.00**

**each**

**\*Marquee 4ft Letters & Numbers $125 each**

**Any items not listed are charged at our discretion.**

**CANCELLATION POLICY**

A Rayz TKO Designz recognizes that plans can and do change, sometimes on short notice. If there is a change in CLIENT'S plans, e.g. cancellation or postponement of

the event, A Rayz TKO Designz will take reasonable steps to book a substitute event or events and/or make other alternative arrangements. Should you decide to

cancel your event prior to 60 days before the event date, a refund for the full amount paid minus your deposit will be returned at the time of cancellation. Should you choose to cancel any

time after the 30 days prior to your event date, We will be happy to reschedule your event, but there will be no refunds returned due to loss of other potential clients for your date. We reserve the right

to retain up to any and all amounts if request is not made to cancel at least 14 days before the event date.

In the event, however, A Rayz TKO Designz is unable to provide services as agreed for unforeseen circumstances, (i.e. natural disaster, extreme weather, death,

injury, accident) A Rayz TKO Designz. reserves the right to find substitute staff, companies, and/or subcontractors, to conduct the event. If A Rayz TKO Designz is unable to conduct

the event set forth in this Agreement A Rayz TKO Designz may terminate this Agreement and will refund 100% for the inconvenience. CHANGES

Finalized counts, colors, materials etc. must be decided upon at least 30 days prior to your event date, any last minute changes may also result in a charge if item is

already rented or needs to be prepared to suite your event needs.

**FOOD SOURCES**

A Rayz TKO Designz shall not be responsible for food contamination or any injury or illness resulting from food contamination where it is not the sole provider of food for

the Event.

**DAMAGE TO ITEMS AND EQUIPMENTS AND EQUIPMENT**

Cooking, Grilling, Torches and sources of fire must be at least 15' away from items and equipment. NO FIREWORKS OR SPARKLERS in the vicinity of the items and equipment.

CLIENT agrees to reimburse A Rayz TKO Designz for any and all costs or damages resulting from lighting, cooking, or heating equipment or decorations except as authorized by A Rayz TKO Designz. In the event of serious damage A Rayz TKO Design reserves the right to repair or replace the damage item or items in its discretion, at CLIENT'S sole expense. A Rayz TKO Designz will return all or a portion of this deposit to the CLIENT promptly after A Rayz TKO Designz has had reasonable opportunity to inspect the equipment provided and deducted any sum for repair or replacement in this agreement.

**Return/Break Down**

The return fee for break down/pick up of all inventory/rental items can be WAIVED if party wishes to Pick up & return rental items. A Rayz TKO Designz (Items are typically returned the following day if rental falls on weekends return the following Monday) If client does not wish to return items, then A Rayz TKO Designz can return for Breakdown/Pick up. The pickup fee of $45 will then be added.

**CLIENT Responsibility:** Client is responsible for table /chair set up unless prior arrangements are made. Please note that we will NOT set up tables, chairs, or props, nor clear out any furniture in the area that the event is to take place. When chair covers are rented, it is the renter’s responsibility to determine which style chair cover will fit the chairs of the venue. We will go to the venue and fit the chairs for a fee of $10.00. The renter may take a sample of the chair cover at no cost to determine which style is needed. If the

wrong style is ordered, it is the renters’ responsibility. No replacements will be made the day of set-up or the day of the event.

**Clean Up Services:** A Rayz TKO Design does offer clean up services. Clean up services are paid at time of rental.

$125 (**up to 50 ppl**)

$225 (**50-75ppl**)

$350 (**100-150ppl**).

**Liabilities:** A Rayz TKO Designz will not be liable for any injury, loss, or damage directly, indirectly or consequently arising out of the use, misuse or inability to use the rental items.

The Customer shall indemnify and hold A Rayz TKO Design harmless from all claims, actions, proceedings, costs, damages and liabilities, including attorneys’ fees, arising of the

use, inability to use or misuse of the rental items.

**Acceptable Payment Methods: PayPal, zelle, Debit, Credit, Cash, Money order**

By signing you agree to the terms & conditions in this contract.

**A Rayz TKO Designz** Client **Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Name (Print Please)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alt. Telephone** \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Set up Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Location**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit Amount:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form: Cash| Check| Money Order| Credit/Debit Card**

**Credit Card on file:**

**Name on Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cvv:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Comments:**