



# Take A Seat, LLC

## Rental Agreement

We look forward to supplying your special event. Since the time leading up to the occasion can be hectic, please read the following policy points. This will help you avoid any issues that may arise due to any misunderstanding. The more information you and we have, the better and more smoothly your event will proceed.

**\*The 50% advance payment for reservation is non-refundable.** If you cancel an order or any items on a reservation, you are responsible for half of the rental price of the item(s). If you refuse items upon delivery, you are responsible for the full amount of the requested item.

**\* Please check the date on the quote to be sure it is correct. You must initial next to the "date box" to confirm they are correct.** Also, please be specific with delivery and pick-up request so we may accommodate you the best way we can.

**\* Delivery prices** are not included in the price of the rental items. Delivery prices may vary, depending on the distance traveled. There is a purchase minimum of \$100 before we can deliver. If the items requested are less than \$199, clients are more than welcome to come by Take A Seat, LLC and pick them up.

**\* Sunday, early morning or late deliveries & pick-ups** may have an additional overtime labor charge. Regular delivery times are 9am to 4pm Monday thru Friday.

**\*Deliveries are "dock to dock"**. High rise building or long set up distances are an additional labor charge. This must be clarified prior to delivery.

**\* The renter is responsible for all rental equipment.** Be sure the equipment is protected from the weather and is secure.

**\* If the items are being delivered to a park or event facility,** the renter must provide Take A Seat, LLC the written policies and procedures of the venue. This included permitting, insurance requirements, parking, loading, power source and whether tents can be staked into the ground.

**\* IMPORTANT!!! Customer pick up items require a valid GA driver's license. If someone other than the person's name on the reservation pick up, we must also have the valid GA license of the person who is on the reservation.**

**\*Customer pick-up** - Take A Seat, LLC employee will load the customer's vehicle. However, it is renter's responsibility to ensure that the item(s) are secured for transporting.

**\* All balances paid** by credit card must be paid in full 4-business days prior to your delivery date. All balances paid by check must be paid in 7-business days prior to your delivery date. **NO EXCEPTIONS**

**\* Any and all changes or cancellations of any invoice(s) or event(s) must be sent by email to [takeaseatrentalat@gmail.com](mailto:takeaseatrentalat@gmail.com) 48- hours prior to your event date.**

I acknowledge that I have read these policies.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_