

## Monadnock Tent & Event, LLC Rental Agreement

Event Date: **SAMPLE**

**1) MT&E will provide **SAMPLE** with the rentals agreed upon in the invoice # **SAMPLE** (as stands 10 days prior to event; any add-ons after the 10 day mark will be subject to additional charges.)**

**2) MT&E reserves the right to alter the dates of delivery and set up by up to 4 days prior, and take down up to 4 days after the event due to weather, acts of God, and scheduling conflicts. This includes events held at 3rd party sites.**

**3) Any deposit (25% due to confirm) is meant to hold the event rentals for the renter on date of the event and is non-refundable. 25% of the remaining balance is due January 1, 2018; an additional 25% is due 90 days prior to the event; And the final balance on the invoice is due 10 days prior to the event. **No set up will occur without payment in full.** Initial: \_\_\_\_\_**

**4) Item Condition:** It is the duty of the renter to inspect the rental items and be aware of their condition at drop off. It is the renter's responsibility to return the rented items in the same condition to avoid additional charges.

**a) Tables & Chairs:** Tables and chairs must be left under cover unless special permission is obtained from MT&E. All tables and chairs are to be left in their set up positions and wiped clean. If equipment is folded and/or stacked, renter will be charged an additional fee for MT&E to open and inspect all equipment prior to removal.

**b) Tableware:** Tableware such as dishes, utensils, and serving items must be rinsed clean of food particles after use. Failure to do so will result in additional cleaning charges. Missing or broken items will result in an additional replacement charge.

**5) Cleaning / Damage / Late Changes Deposit:** A separate check in the amount of 10% of rental contract (not including delivery/pick up charges) is due 10 days prior to the event. This check will be returned to the renter after the event if no fees are assessed for cleaning, damage, or late changes to your order. Renter will be provided a separate Estimate number for this fee, which will not become a due invoice unless cleaning or damage fees are assessed.

**6) Third Party Sites:** If the event is being held at a 3rd party site, MT&E **must** be given a copy of the renter's agreement with that site, as well as contact information for the site manager, no less than **90** days prior to the event, so that we may be aware of any delivery or material restrictions that may apply. **If you are scheduling your rental less than 90 days from the event date, this information must be provided at the time of this rental agreement.**

**7) Caterers:** If a caterer is being used, MT&E must be given the name and contact information of the caterer within 10 days prior to the event. All items rented for the event at the request of the caterer are the responsibility of the renter.

**8) Linens:** If linens are rented, all counts and color selections must be completed no later than 14 days prior to the event date. If changes are made after that time, an additional fee will be assessed.

**9) Municipalities Permits:** If the town where the event is being held requires a Tent Permit, it is the responsibility of the renter to pay all fees associated with the permit.

**7) Site Preparation & Electrical:** It is the renter's responsibility to have the site ready and to provide adequate electrical supply (if applicable) from the tent to the outlet for set up before the crew arrives. We have the right to refuse set up if the site is not ready. Additional labor charges will apply if we are unable to drive directly to the site.

**8) I waive all claims against Monadnock Tent & Event, LLC for any injuries, damages, losses or claims, whether known or unknown, which arise during, or result from, my participation in the event. I release and forever discharge Monadnock Tent & Event, LLC from all such claims. I agree to indemnify and hold Monadnock Tent & Event, LLC harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys fees and other litigation costs and expenses) incurred by Monadnock Tent & Event, LLC as a result of any claims or suits that I (or anyone associated with me) may bring against Monadnock Tent & Event, LLC to recover any losses, liabilities, costs, damages, or expenses which arise during, or result from, my participation in the event.**

