

The Linen Shoppe

(559) 593-6197

www.thelinenshoppe.net

Rental Terms and Agreement

Reservation/ Deposit A 25% deposit is required at the time of reservation to reserve your rental items and date. You will be contacted 14 days prior to your event to get the final head and table count. The final balance is due 7 days before your event to allow time for processing. A signed rental agreement must be signed and remain on file for all orders. No orders will be delivered without the return of your signed rental agreement.

Installation - If your reservations include the cost of installation, then that includes delivery, installation and pick up of your reserved products. Our staff members will arrive on the agreed upon date and time to install and then return to pick up the day after your event. Late night pick up orders will be subject to an additional fee.

Damaged/Missing Items - The customer is responsible for all rental items from the time of delivery until they are either returned or picked up by The Linen Shoppe. All items that are missing or damaged will be charged at full replacement cost. This includes: broken, mildewed, burned, stained, torn, waxed, or soiled beyond cleaning.

Cancellation Policy - Please be aware that once we reserve an order, other orders are turned away to keep our commitment to you. Once the paperwork has been submitted, your deposit will be surrendered in the event of a cancellation. No refunds are given for un-used rental items.

Distance Surcharge - Events located outside of our local area are subject to a distance surcharge. These fees will vary.

Acceptable Forms of Payment - Payments and deposits can be made by cash, check or Visa/Mastercard. Your final balance must be received 7 days prior to the date of the event.

Please complete, sign, date, and fax to (559) 297-9076 or mail to 1018 San Jose #101, Clovis, CA 93612

Print name _____

Signature_____

Date of Event_____

Location of event_____

