

Right Touch Rental & Planning Contract

Customer Information:

PO: _____

Name: _____
Address: _____ City: _____ La Zip Code: _____
Email: _____
Phone: _____ Cell: _____
Work: _____ Add.: _____
Emergency Contact: _____ Cell: _____
Email: _____
Relationship: _____

Visa/Mastercard/Discover:

Name on Card: _____
Card#: _____ Exp.Date: _____
Code: _____ Signature: _____

Copy of Credit Card and License attached to contract.

Information on Event Site:

Date of Event: _____ Time: _____
Location: _____
Address: _____ City: _____ La Zip Code: _____
Contacts: _____ Cell: _____
Contacts: _____ Cell: _____
Pickup: _____ Time: _____

Any Additional Info:

I hereby authorize _____ on my behalf access to make decisions or additions that may not have been foreseen. I accept all financial responsibilities that may be incurred. _____ (initial)

Person that is authorized number if not above; _____

Email: _____

RESERVING: Our process requires a valid driver license #, signed rental contract and 50 % of the down payment to hold your order. The full amount is due 5 business days prior to rental date. If order is under \$50.00 the amount is to be paid in full. Client must provide **RTRP** final count 15 business days before wedding event. We will hold pricing and guarantee product availability for 15 business days after proposal date.

CANCELLATION POLICY: We know sometimes you must cancel or postpone a wedding or event. Services may be cancelled; fee will be access at time of cancellation. If only down payment is received on contract the 50% down payment this is nonrefundable.

CREDIT CARD TERMS: A valid credit card is required on all rentals. All information must be filled out and a signature on file in our office. Credit card will be used for damages, missing items, replacement fees, cleaning fees, and late fees, and late fees left unpaid. The credit card will be charged if changes are made. A detailed invoice of those charges and copy of receipt will be provided upon delivery to you the day of your event. Client hereby authorizes RTRP to the above statement **(initial)←**

If you submit a check that is subsequently returned, you will be required to pay in cash or credit card on file. A \$30.00 fee is assessed on all returned checks.

Late payments- If rental items are not paid in full within 5 business days prior to the event date; the rental is no longer valid.

FINAL PAYMENT: Final payment of orders is due 5 business days prior to event. A \$20.00 service fee will be added to your account each time the order is changed within 48 hours of your schedule delivery. This is all orders. However, you may add items if available, anytime, before the truck is loaded.

LATE RETURNS: If items are returned late, the customer will be charged for an additional day. In addition you will be charged \$50.00 per day **for late fee of items not returned** on time. *If items are not returned within 2 days and/ or customer is not able to be reached, replacement fees will be assessed and charged to the credit card on file. Communication is very important.*

NON-PAYMENT/BREACHED OF CONTRACT: No service contained in this contract will be rendered, delivered or available if balance is not paid in full prior to event. The last day to remove items from your order is 5 business days prior to your event. The following circumstance is considered a breach of contract. If payment is not received 5 business days prior to event date, the credit card on file becomes invalid, expires or we are unable to authorize it, your non-payment will be considered a breach of contract, all previous payment are forfeited. If payment is not received in a timely manner, **RTRP** will consider your rental items and service available for another client's use **RTRP** is not contractually obligated to accept payment beyond the due date. Nor refund previous payments. We will schedule another client's event on your event date if we have been unsuccessful in contacting you or obtaining a response from you regarding payment. We will attempt to contact you using all numbers, emails, addresses and fax numbers.

ORDER AND CHANGES: All order/services changes must be placed in email, text or fax as to avoid any confusion. A detailed invoice will be submitted following any changes to your order by email or fax. Addition services require an appropriate deposit and will be charged to your credit card unless other items are specified. Emails are considered legal and binding and do not require a signature to be valid. If changes are made the day of the event a responsible party must sign for them upon delivery, pay with cash or the credit card will be billed automatically.

PICK UP RENTAL REQUIREMENT: Rental must be picked up in a secured vehicle. A valid driver license for the driver, a credit card and ID from the cardholder must be on file. Items must be returned on due date to avoid additional charges, any items missing upon return are automatically charged for replacement fee. Client is to inform us upon arrival if something is damaged or missing for items that cannot get wet we require the orders to be picked up in a full size pickup, with a tailgate that is covered, van, covered trailer or box trailer. Flatbed trailer allowed for table and chair orders. Customer is responsible for supplying their own moving supplies, tie downs, moving blanket. Pickup truck arriving in rainy weather or without appropriate supplies

will be denied rental and will not be eligible for refund. Small orders may be picked up in a car or vehicle of choice, but items must be in the enclosed portion of vehicle.

RTRP staff generally delivers the table/chairs on Monday – Friday. If a Saturday, Sunday or holiday delivery is needed additional cost maybe incurred. Set up and takedown of items must be completed by the customer if you did not request our set up and take down fees. Items must be broken down, if other items are with this order we require you to wrapped and placed in appropriate container. Items must be stored indoors in a secured location until pickup. You the renter, will not be available during pickup, it is your responsibility to coordinate with the venue to ensure all items are gathered together in the correct location. If all items are not gathered in correct location a \$72.00 fee will be charged to your credit card.

RENTAL POLICY: : Renter accepts the count listed and will be charged for any missing or damaged items upon return. All orders are double counted before delivery. Renter is responsible for rental items from the time of pickup/delivery until the time of return. To avoid extra charges cover equipment or items to protect it from weather or sprinklers. Items must be secured and protected from element at all times.

If equipment or items become unsafe or broken, renter must notify us immediately and prevent injuries from use until we regain possession, nonfunctional items must be reported to us immediately or the renter will be responsible for full rental equipment. The count of items must be verified by company personnel and renter/renter representative at the time of delivery and pickup. No EXCEPTIONS. In the event there is no one available the count will be based on company employee's count. A check list will be generated.

Pricing all rates are subject to change without notice. Prices are for one day rental based on time out. Weekly rentals are priced at a 3 day rate and monthly rental. Reservation; Quotes or proposals do not guarantee availability or pricing. A deposit of 50% is due in order to reserve items and guarantee pricing.

DECORATORS: If you, your family members and friend are opting to decorate yourself, or use your own decorator, such person(s) are also required to abide by our policies, but you (the client) will be held responsible for the damage or missing items. All items, containers, and packing material must be returned with your order, or fees will be assessed. Items must be gathered and placed in container with packing for loading after event. A \$72.00 fee will charged if not done so.

CLEANING/PREPARATION AND ROOM READINESS FOR LINENS:

If upon arrival, **RTRP** discovers that your tables or other items require cleaning before we can properly setup our rental, **RTRP** will charge your account for cleaning and preparing the necessary areas/items. Or, **RTRP** have to simply drop off items and proceed to another event with no refund being issued for paid set-up fees.

CHAIR COVERS: **RTRP** is not responsible for damages resulting from improper use of chair covers. Chair cover can become crowd when too many chairs are placed around a table and your guest will inadvertently step on the chair covers or rip them when they get up. Since **RTRP** does not restrict damage policy. Our chair covers are in excellent condition when rented out. Condition of the covers depends on the length of service of the chair covers. Small discrepancies or shoemaker on the bottom of the chair cover are normal and you will not be charged for covers returned in good condition with minimal shoe markings. So understanding these rules, a tiny unnoticeable mark on the bottom of our chair covers is considered good condition.

WAX DAMAGE ON LINENS: If damage or stain occur which require extra cleanup, client will be notified and billed for such services within 10 days after event. Such damage would include was, burns and stains. This is the most common damage to linens. All candles must be in glass containers or set on a mirror, candle stands or glass protective cover to eliminate the damage. NO CANDLES are to be placed directly on the linen without appropriate holder. If burns occur, the items are considered damaged and must be replaced. If there are any wax stains at all, even a small dot. The item will be considered damaged and will also need to be replaced

INK DAMAGED TO LINENS: Ink and marker stains will not come out, so please do not provide coloring books for children on tables. Butcher paper from the craft store is more appropriate. You can create a centerpiece for the children table to tie in with your guest tables. For clients renting linens is responsible for covering the linens under the liquid or chocolate fountain of any kind, the client assumes full responsibility

for the chocolate or liquid stain and the replacement fee starting at \$15.00 to \$25.00 for each table linen that was affected.

CLEAN UP SERVICE: RTRP offers after the event cleanup service. The price is \$300.00 minimum. Price will vary due to size of wedding and items used.

SELF CLEANED UP: All items must be free of debris and liquids before returning. If the items are left in a full/dirty state, RTRP will charge a fee of \$25.00 per item.

MISUSE OF ITEMS: Upon pickup or delivery, if RTRP perceives that misuse will occur, we will not leave the items and no refunds will be issued.

DELIVERY GUIDELINES: If we deliver to you on a Friday, same day pick up after 9 pm incur additional fees. If we have no special pick up, we will pick up on Monday. We will pick up Saturday if rental is scheduled after yours, (no charge to you). Items must be stored indoors, in a secured location until pickup. If you the renter will not be available during pickup, it is your responsibility to coordinate with the venue to ensure all items are gathered together in the correct location and picked up at the predetermined time. If no another day rental will be charged to your account.

GENERAL RELEASE/INDEMNITY/HOLD HARMLESS:

I [REDACTED] understand and knowledge that the use of the rental items entails both known and unknown risks including, but not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage or death to any participant. I hereby voluntarily and expressly release, indemnify, forever discharge and hold harmless RTRP from any and all liability, claims, demands, cause or activity, including those allegedly attributable to negligent acts or omissions. Should I or anyone acting on behalf of RTRP, should be held harmless/for all such fees and costs. In the event I, the undersigned or any of my participants file a lawsuit against RTRP it is agreed to do solely in the State of Louisiana. I agree that if any portion of this agreement is found to be void or unenforceable the remaining portions shall remain in full force and effect. I consideration of being permitted by RTRP to use its rental items, the undersigned and its participants agree to indemnify and hold harmless RTRP from any way connected with such use or participation.

CARE OF RENTAL ITEMS: Customer will clean prior to repacking them in container. Customer will remove all food particles, stains dirt, mud, debris and tape. Customer will report any damage to items. Setting damaged items to the side for inspection by a RTRP staff member.

PHOTOGRAPHY RELEASE: By signing this agreement you give RTRP permission to use the photos that were taken at the event on our website and advertisement, material, etc. with the understanding that you will not profit from them in any way.

I [REDACTED] HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT INCLUDING THE ADDITIONAL TERMS AND CONDITIONS ON THE ABOVE PAGES, AND AGREE TO AUTHORIZE AND DELIVERY OF THE RENTAL ITEMS AND TO SIGN THIS AGREEMENT.

CUSTOMER NAME: [REDACTED]

PRINT NAME: [REDACTED] DATE: [REDACTED]