



Linen Rental Terms and Conditions

1. This rental contract forms the sole agreement between the customer and Mastermind Events (MME). The customer agrees to indemnify and hold MME harmless for any claims from use or misuse, including any third parties for loss, injury, and damage to persons or property arising out of the customer's negligence or operation including legal costs incurred in defence of such claims.
2. **A 50% deposit, a valid credit card on file, and this signed agreement are required to book rental items.** When renting lighting for DIY, a photocopy of the Customer's drivers license is also required.
3. **Final numbers and payment are due 2 weeks before event date.**
4. Deposit is ONLY refundable prior to 120 days before event date.
5. It is the customer's responsibility to check the contract for accuracy concerning items rented and location(s) if delivery is involved.
6. It is the customer's responsibility to ensure accuracy of count if picking up.
7. The Customer acknowledges that they are personally responsible for inspecting the rental items prior to their use on the event date. Notification of any defects must be made on or before this date. The Customer acknowledges that there are no warranties on items from minor defects, as there may be some normal wear and tear that is not readily apparent. These defects do not constitute a breach of contract.
8. Do-It-Yourself rental items must be returned on the following business day by 11:00am to avoid late charges. (Sundays & Holidays not included).
9. No glitter or sparkles are to be used on any items. Returned items must be free of wax, excessive food, garbage, and pins. Wet items should be dried before being placed in bags for return or mould will form. **Wax, sparkles, and mould will always ruin linen and result in charges being applied (see #13).**
10. Chair cover ties and sashes must be undone prior to return. A charge of \$0.75 per item is assessed if ties are required to be undone.
11. Full Service rental items include next day removal. If required for the **same evening after 10pm**, a fee amounting to **10% of the final bill** or \$50, whichever is greater, will be assessed. Pick up in this case will commence at the end of the function. End of function is determined by the DJ's last song or 1:00am, whichever occurs first, regardless of extended party hours.
12. Late return fees are 1/2 of the original rental rate for each late day or part thereof.
13. Customer assumes full responsibility for all rented items, including their safe and proper use, operation, maintenance, and return. Customer is responsible for all losses, damages, or repairs. **All items have a replacement value of (7) seven times the rental value** (plus HST) when not returned, found at time of pick up, or in a condition that has permanently altered its proper use or appearance. Lighting is the only exception, with a replacement value of \$400 per unit. You will receive notification within 1 week of the pick up/return if an item is damaged. Items will not be laundered until the client is notified. Once notified, linen will be laundered to try and fix the damages. Third parties (ie. event planners, hosting facility, caterers, etc) cannot be held responsible for payment of lost or damaged items. It is the customer's responsibility to provide a contact person for damages if they will be out of town following the event.
14. Laundry bags will be provided for returning rented linen. The replacement cost for bags (or bins) not returned is \$15.00 each.
15. We reserve the right and your signature is in agreement to charge the replacement costs to the credit card you have placed on file.
16. If a rental item becomes unavailable due to damage upon its previous return, all efforts will be made to substitute another or a refund will be given for that particular item.
17. Cancellations and/or reductions must be made a minimum of 14 days prior to the date of set up/pick up to avoid full charge of the contract. In no case is the 50% deposit refundable at any time within 120 days prior to event.
18. The Customer agrees that a faxed or emailed copy of this contract with the Customer's signature can serve as a legal binding consent to the contract and its terms and conditions regarding the items specified on the customer's Rental Contract.

CREDIT CARD AUTHORIZATION FORM - Credit card required on file for all orders		
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
Credit Card Type: VISA [<input type="checkbox"/>] MC [<input type="checkbox"/>] AmEx [<input type="checkbox"/>]		Do not charge card - Paying By check [<input type="checkbox"/>]
CREDIT CARD NUMBER:		EXPIRY:
Card Code Number (3 digit # on back of card):		EMAIL:
Cardholder Signature	Print Name	Date
By signing above customer authorizes MME to charge all items to the credit card and understands all terms as shown on this rental contract.		