

RENTAL POLICIES, TERMS & CONDITONS

SPECIAL OCCASIONS

TENT & PARTY RENTALS

*****By Paying your deposit, you agree to the rental policies, terms and conditions*****

Deposits – Are required to be paid in February of each year for pre-existing reservations, and upon booking thereafter. The deposit amount is 25% of the order total and non-refundable.

Balance Due – The remaining balance of an order is due TWO WEEKS before the order date. After that time no reductions can be made, and no refunds granted. However, items can still be added to an order up until the day before the order date, as long as the items in question are available.

Rentals – Rates are quoted for a period from Friday to Monday in most cases, with some exceptions.

Delivery – What the FEE covers - We must be able to drive up within 30 feet of the delivery site to unload items and to pick up items. If items need to be moved farther, if there are stairs, hills, rocky terrain, for drop off or pick up, additional charges may occur. On pick up, all chairs must be stacked how we left them, tables folded how we left them and all dishware, glassware, etc must be packaged how we left it.

After Hours Charge – Deliveries/Pick ups that are requested before 8:30am and after 5:30pm, or that need to be done on Sunday or Holidays that we were not scheduled for, will be charged extra.

Damaged Items – Any items that are returned damaged/broken will be charged at replacement cost.

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Missing Items - If an order is returned with missing items, there will be a one-week period after a notification has been sent, to return any missing items before charges are applied. There will be an additional week after that, where items can be returned, and a refund will be granted.

When You Are Finished – All of our glassware, dishware, cutlery, linens and other miscellaneous items come in specific crates, containers and packaging. All items should be returned to the original receptacle they arrived in or were picked up in. Glasses in the appropriate racks, plates in the proper crates, cutlery returned to the bin, linens should be removed from the plastic and returned in the linen bags that are PROVIDED. Every package sent out is documented on each order and Special Occasions will charge for any unreturned packaging.

Tents – As with all deliveries, we must be able to drive up to the tent set up site within 30 feet. There should not be any stairs or slopes. All spaces must be measured by the customer before our arrival to confirm that there is, in fact, an adequate amount of space to set up. This means that there is an additional 5ft of space on, at least, two sides of the tent. (Example: To set up a 30x50' tent we require 35x55' of space.) Tents must NOT be moved by anyone but the staff from Special Occasions.