



# RENTAL AGREEMENT

Tables • Chairs • Tents • Events

## Professional Event & Party Rental Contract

This document is a business template and should be reviewed by an attorney before use with paying customers.

**Agreement Date:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

<b>Business Name</b>	Complete Party Rental LLC
<b>Business Phone</b>	_____
<b>Business Email</b>	_____
<b>Service Area</b>	_____



## Rental Agreement

This Rental Agreement is entered into by and between **Complete Party Rental LLC** (the "Company") and the customer named below (the "Customer"). The Company and Customer agree to the terms listed in this agreement.

### Customer and Event Information

<b>Customer Name</b>	_____
<b>Phone Number</b>	_____
<b>Email Address</b>	_____
<b>Billing Address</b>	_____
<b>Event Date</b>	_____
<b>Event Start / End Time</b>	_____
<b>Delivery Address</b>	_____
<b>Pickup Address, if different</b>	_____
<b>Event Type</b>	_____
<b>Indoor or Outdoor Event</b>	_____

### Rental Items and Charges

Item Description	Quantity	Rental Price	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<b>Subtotal</b>	\$ _____
<b>Delivery Fee</b>	\$ _____
<b>Setup Fee</b>	\$ _____
<b>Cleaning Fee, if applicable</b>	\$ _____
<b>Sales Tax, if applicable</b>	\$ _____
<b>Deposit Paid</b>	\$ _____
<b>Balance Due</b>	\$ _____

### Delivery Fee and Service Charge Details

Complete Party Rental LLC | Rental Agreement | Customer Initials: \_\_\_\_\_



Complete this section for each rental so the Customer understands how delivery and service charges are calculated. Delivery fees may vary based on distance, delivery time, order size, access, stairs, venue rules, setup requirements, and pickup timing.

<b>Delivery Fee Type</b>	Flat Rate / Mileage-Based / Custom Quote
<b>Delivery Fee Amount</b>	\$ _____
<b>Delivery Mileage Rate, if any</b>	\$ _____ per mile after _____ miles
<b>Setup Fee, if any</b>	\$ _____
<b>Pickup Fee, if separate</b>	\$ _____
<b>Extra Labor / Difficult Access Fee</b>	\$ _____



## **1. Deposit and Payment**

A deposit is required to reserve the rental items and event date. Rental items are not considered reserved until the deposit is received and this agreement is signed.

The remaining balance must be paid by the due date listed on the invoice or before delivery, unless otherwise agreed in writing.

Accepted payment methods may include cash, card, electronic payment, invoice payment, or other approved method.

## **2. Cancellation Policy**

If the Customer cancels the rental, the deposit may be non-refundable depending on when the cancellation is made and whether the items have already been reserved, prepared, loaded, or made unavailable to other customers.

Cancellations made 14 or more days before the event may be eligible for a partial refund, less any non-refundable deposit or processing fees.

Cancellations made less than 14 days before the event may result in forfeiture of the deposit.

Cancellations made less than 72 hours before the event may require full payment if items have already been prepared, loaded, reserved, or made unavailable.

Complete Party Rental LLC may choose to apply a deposit toward a future rental date, depending on availability.

## **3. Weather Policy**

The Customer is responsible for monitoring weather conditions before and during the event. Weather may affect safe use of tents, canopies, electrical items, linens, decor, and inflatables.

Complete Party Rental LLC reserves the right to refuse setup, delay setup, or require removal of items if weather conditions are unsafe, including high winds, lightning, heavy rain, flooding, severe storms, or unsafe ground conditions.

No refunds are guaranteed for weather-related cancellations once items have been delivered, set up, reserved, or made unavailable to other customers.

## **4. Delivery, Setup, and Pickup**

The Customer must ensure the delivery location is accessible and the setup area is clear, safe, level, and ready before the scheduled delivery time.

Someone 18 years or older must be present to receive rental items.

Gates, doors, driveways, parking areas, and venue access must be open and available.

Additional fees may apply for stairs, long carries, blocked access, hills, mud, elevators, delayed access, or changes made after arrival.

The delivery fee, setup fee, pickup fee, extra labor charge, mileage charge, or difficult-access charge shall be listed in the Rental Items and Charges section or the Delivery Fee and Service Charge Details section of this agreement.

If the Customer is not present or the location is not ready at the scheduled time, additional delivery, labor, waiting, or rescheduling fees may apply.

## **5. Customer Responsibility for Rental Items**

The Customer accepts responsibility for all rental items from the time of delivery or customer pickup until the items are returned to or picked up by Complete Party Rental LLC.

The Customer agrees to protect rental items from theft, damage, misuse, weather damage, stains, burns, excessive dirt, unauthorized relocation, and improper use.

The Customer shall not move tents, inflatables, large equipment, or installed items after setup unless approved by Complete Party Rental LLC.

## **6. Damage, Loss, and Replacement Fees**

The Customer agrees to pay for rental items that are lost, stolen, broken, damaged, stained, burned, or returned in unusable condition.

Damage fees may include repair cost, cleaning cost, replacement cost, labor cost, and lost rental income if an item cannot be rented for another event.



Examples of chargeable damage include broken chairs or tables, torn tents or linens, wax, ink, paint, food stains, burn marks, missing items, water damage, bent frames, damaged decor pieces, and damage caused by improper use.7. Cleaning Policy

## **7. Cleaning Policy**

Rental items must be returned in reasonable condition. The Customer is not required to professionally clean rental items but must remove food, trash, confetti, tape, staples, decorations, personal items, excessive dirt, and mud.

Additional cleaning fees may apply if items are returned excessively dirty, stained, sticky, wet, contaminated, or not ready for pickup.

## **8. Linens and Fabric Items**

Linens, chair covers, runners, napkins, and fabric items must be returned dry and free from food, wax, ink, paint, mildew, burns, and permanent stains.

The Customer should not place wet linens in sealed bags for long periods because this may cause mildew or permanent damage. Replacement fees may apply for damaged or missing linen items.

## **9. Tents, Canopies, and Outdoor Equipment**

The Customer agrees that tents and canopies must be used safely and may not be moved after setup without approval.

- Do not remove weights, stakes, anchors, straps, or tie-downs.

- Do not cook, grill, or use open flames under tents unless approved in writing.

- Do not hang heavy items from tent frames.

- Do not use tents during unsafe weather conditions.

Complete Party Rental LLC is not responsible for damage, injury, or loss caused by misuse of tents, canopies, or outdoor equipment.

## **10. Electrical Items and Speakers**

If speakers, lights, extension cords, fans, or other electrical items are rented, the Customer agrees to use them safely and keep them away from water, rain, mud, and unsafe power sources.

The Customer is responsible for providing a safe power supply unless otherwise agreed in writing. Complete Party Rental LLC is not responsible for power failure, overloaded circuits, venue electrical issues, or improper use by the Customer or guests.

## **11. Inflatables, Bounce Houses, and Children's Equipment**

If inflatables or children's equipment are rented, adult supervision is required at all times. The Customer agrees to follow all safety rules provided by Complete Party Rental LLC.

- No shoes, sharp objects, food, drinks, flips, rough play, overcrowding, or use during rain, storms, or high winds.

- Users must follow recommended size, age, and weight limits.

- A separate inflatable waiver may be required.

## **12. Assumption of Risk**

The Customer understands that rental items may involve risks, including slips, falls, equipment misuse, weather-related incidents, electrical issues, and injuries during setup or use. The Customer assumes responsibility for safe use of rental items during the rental period.

## **13. Release of Liability**

To the fullest extent allowed by law, the Customer agrees to release and hold harmless Complete Party Rental LLC, its owners, employees, contractors, and representatives from claims, damages, injuries, losses, costs, or expenses arising from the Customer's use, misuse, possession, setup changes, or supervision of rented items, except where caused by the Company's gross negligence or willful misconduct.

## **14. Indemnification**

The Customer agrees to indemnify and defend Complete Party Rental LLC against claims, damages, injuries, losses, costs, attorney fees, or expenses caused by Customer misuse of rental items, guest misuse of rental items, unsafe event conditions, failure to supervise children or guests, property damage, personal injury, or violation of this agreement.



### **15. Venue Rules and Permits**

The Customer is responsible for obtaining any required permission, permit, approval, or authorization from the event venue, city, park, property owner, HOA, church, school, or other authority.

Complete Party Rental LLC is not responsible if the Customer fails to obtain proper approval for rental items, setup, tents, inflatables, music, or event use.

### **16. Late Returns and Extended Rental**

Rental items must be available for pickup or returned at the agreed time. Late returns may result in additional rental charges.

If rental items are unavailable at pickup time because of locked gates, no access, missing items, or Customer delay, additional pickup or labor fees may apply.

### **17. Substitutions**

Complete Party Rental LLC will make reasonable efforts to provide the exact rental items listed. If an item becomes unavailable due to damage, loss, prior customer misuse, or circumstances outside the Company's control, the Company may provide a similar item of equal or greater value when possible.

### **18. Photos and Marketing Permission**

The Customer grants Complete Party Rental LLC permission to photograph completed setups for business marketing purposes, including website, Facebook, Instagram, flyers, and promotional materials. Customer names, private addresses, and personal information will not be posted without permission.

Customer may decline marketing photo permission by initialing here: \_\_\_\_\_

### **19. No Alterations to Rental Items**

The Customer shall not paint, tape, glue, staple, nail, cut, sew, alter, or permanently attach anything to rental items without written approval. Damage caused by tape, adhesives, staples, nails, wax, paint, or decorations may result in additional fees.

### **20. Collections and Legal Fees**

If the Customer fails to pay amounts owed, including rental fees, damage fees, replacement costs, cleaning fees, late fees, or collection costs, the Customer agrees to pay all reasonable collection costs, court costs, and attorney fees allowed by law.

### **21. Governing Law**

This agreement shall be governed by the laws of the State of Arkansas.

### **22. Entire Agreement**

This agreement represents the entire understanding between Complete Party Rental LLC and the Customer. Any changes must be made in writing and agreed to by both parties.



## Customer Acknowledgment and Signatures

By signing below, the Customer confirms that they have read, understood, and agreed to the terms of this Rental Agreement.

<b>Customer Printed Name</b> _____	<b>Complete Party Rental LLC Representative</b> _____
Customer Signature _____	Company Signature _____
Date _____	Date _____
Customer Initials _____	Company Initials _____



## Appendix A: Delivery and Pickup Checklist

Use this page to confirm what was delivered, the condition of each item, and what was returned after the event.

Item	Qty Out	Condition Out	Qty In	Condition In / Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Delivered By: \_\_\_\_\_

Customer Received By: \_\_\_\_\_

Pickup Completed By: \_\_\_\_\_

Customer Present at Pickup: \_\_\_\_\_

## Appendix B: Damage and Replacement Fee Schedule

Fill in your actual prices before using this section. Fees may vary based on item cost, vendor replacement price, labor, and lost rental income.

Item / Issue	Suggested Fee or Replacement Cost	Notes
Missing folding chair	\$ _____	_____
Broken folding chair	\$ _____	_____
Missing 6-foot table	\$ _____	_____
Broken 6-foot table	\$ _____	_____
Stained linen	\$ _____	_____
Burned/torn linen	\$ _____	_____
Damaged tent/canopy	\$ _____	_____
Missing tent weight/stake	\$ _____	_____
Excessive cleaning	\$ _____	_____

## Appendix C: Customer Event Notes

Special delivery instructions: \_\_\_\_\_

\_\_\_\_\_



**Setup location instructions:** \_\_\_\_\_

**Venue contact person:** \_\_\_\_\_

**Parking/load-in instructions:** \_\_\_\_\_

**Special customer requests:** \_\_\_\_\_