



PROFESSIONAL EVENTS

3928 S. Westnedge (3/4 mile North of I-94) Kalamazoo, MI 49008

269/978-9700 269/978-9701 facsimile

THE FOLLOWING RENTAL CONDITIONS WILL GUARANTEE THAT YOUR EVENT IS HANDLED IN A TIMELY, PROFESSIONAL MANNER!

- All event contracts must be completely paid 30 DAYS prior to the scheduled delivery date. A delivery date will not be confirmed for any unpaid contracts. Once a contract is paid and a delivery date/time has been confirmed any changes will be at the discretion of RENTALEX and the current schedule of deliveries and pick-ups.
- All deliveries and pick-ups will be to the driveway unless otherwise arranged and stated on the contract. Items not returned to the delivery location after the event will be charged and additional pick-up fee. Chairs must be restacked as originally delivered, tables closed and stacked and any other items arranged as they were when delivered.
- Tables, chairs and other items must not be left exposed to inclement weather. An additional charge will be assessed for any tables and chairs left in the rain.
- Tents & canopies, the customer is always responsible for notifying RENTALEX of any inclement weather pending or occurring at an event site. Call Melissa in case of emergency or after hours 269 760 1673. RENTALEX tents and canopies are not designed to withstand strong winds, thunderstorms, heavy rain, snow or other severe weather. If such weather threatens all people should seek shelter in locations other than beneath the party tents or canopies. RENTALEX reserves the right to take down any tent or canopy at its discretion if conditions warrant. Our main concern is always the safety of all people at any event. In addition, never allow fireworks near tents, you are responsible for any damage to rental equipment.
- All items are delivered clean and ready for use. Additional cleaning charges may be necessary if items are returned in non-standard condition. Examples of this would be food on tables or chairs, excessive mud on tables or chairs, stains on linens (review specific linen instructions), wedding accessories improperly packed or transported, tents or inflatables returned wet.
- **Safety of all event attendees is very important to us, please be certain that you understand all conditions of this rental. If any questions please discuss.** We will provide customers with instruction and demonstration of all items. Please ask for additional information about the item if there are any questions. Safety is both our responsibilities.

Monday - Friday
Saturday
Sunday

7:30 a.m. to 5:30 p.m.
8:00 a.m. to 4:00 p.m.
10:00 a.m. to 2:00 p.m.

Please sign contract enclosed and return the grey copy to Rentalex and the yellow copy is for your own records.

Customer: _____

Date: _____

I have received a copy of these additional conditions and agree to read and discuss with a RENTALEX representative any questions or concerns.