



Rental Agreement

Client Name/s: _____
 Address: _____ Apt # _____ City, _____
 State, Zip: _____
 Phone #: _____ Secondary Phone # _____
 Email: _____

This agreement is effective as of _____ (date) by and between Vintage Party Props; and _____ (client) In this agreement, the party who is contracting to provide services shall be referred to as Vintage Party Props and the party who will be receiving the services shall be referred to as "the client".

The client plan to have their event on _____ (date) and they desire to have Vintage Party Props provide vintage item and décor rental services. The client will be having their event at _____ (location) in _____ (city, state)

Description of Services:

Vintage Party Props will provide the following items for rental and services:

1. _____ (item) _____ (quantity) x \$ _____ = _____
2. _____ (item) _____ (quantity) x \$ _____ = _____
3. _____ (item) _____ (quantity) x \$ _____ = _____
4. _____ (item) _____ (quantity) x \$ _____ = _____
5. _____ (item) _____ (quantity) x \$ _____ = _____
6. _____ (item) _____ (quantity) x \$ _____ = _____
7. _____ (item) _____ (quantity) x \$ _____ = _____
8. _____ (item) _____ (quantity) x \$ _____ = _____
9. _____ (item) _____ (quantity) x \$ _____ = _____
10. _____ (item) _____ (quantity) x \$ _____ = _____
11. _____ (item) _____ (quantity) x \$ _____ = _____
12. _____ (item) _____ (quantity) x \$ _____ = _____
13. _____ (item) _____ (quantity) x \$ _____ = _____
14. _____ (item) _____ (quantity) x \$ _____ = _____
15. _____ (item) _____ (quantity) x \$ _____ = _____

Total = \$ _____

The above items will be picked up from Vintage Party Props on _____(date) at _____(time). These items will then be delivered to Vintage Party Props on _____(date) at _____(time). Items will be available to be picked up the Thursday before event and must be returned no later than the following Wednesday after your event. Upon collection of all rented items, each item will be examined for damage (stains, tears, cracks, chips,ect). If the items are determined to be free of the above mentioned the client would receive a check in the amount of the rental deposit. This deposit check shall be mailed within 10 days of the mentioned event.

Compensation for services:

The client agrees to pay an initial non-refundable retainer of half of the total amount due of \$ _____(amount). Actual amount paid \$ _____

This payment serves as a retainer and is due payable at time of contract signature.

The remaining payment will be due 30 days prior to the event. This billing includes total rental fee balance, required deposit for pieces rented, payment for set-up, tear down, custom product/ décor creation, and event staging. Event staging is charged \$50 per hour.

Billing for styling time includes 2 styling experts, time waiting during event, loading and unloading of items, styling and tear down.

Payments may be made via cash, check or major credit card excluding American Express.

Date Changes:

In the event the client are forced to change the date of the event every effort will be made by Vintage Party Props to transfer all product rentals and services to the new date. The client agrees that in the event of a date change any expenses including, but not limited to deposits and fees that are non-refundable are the sole responsibility of the client. There may also be additional charges above and beyond those set forth in the paragraph above. The client further understands that last minute changes can impact the availability of specific products and the quality of the event and that Vintage Party Props is not responsible for such changes.

Cancellations:

Items can be added to the order after the initial contract signing. However, once the contract is signed no items can be taken off the order except during date changes is the item is no longer available. In the event of a cancellation for a date change all payments made to date are non-refundable and all outstanding payments will be due immediately. If one or more item/s are canceled and there is still a current order between client and Vintage Party Props for other items, there will be a 10% restocking fee on each item canceled from order. Restocking fee must be paid in full before other items can be picked up.

Applicable Law:

This agreement shall be governed by the laws of the state of Indiana and, where applicable, Federal laws.

Deposit:

All rentals require a 50% security deposit. This deposit would only be used if pieces are returned damaged, broken, ruined or stained. This deposit also includes fee for any unwashed dishes, utensils and servers. When items are returned as they were received then the full security deposit will be mailed within 10 days of the event (as mentioned above). 20% deposit for this transaction \$ _____.

Staging Services:

Staging is charged by the hour. Charges include loading, unloading, staging, and tear down as well as travel time to and from Vintage Party Props headquarters. Vintage Party Props is available for staging your items along with items belonging to Vintage Party Props. Vintage Party Props is not responsible for any accidents before, during and after staging of items. Estimated amount of hours needed _____.

Liability Clause:

Liability and indemnification: Client hereby agree that they assume all liability caused by any injury from any item leased to them from Vintage Party Props, Client further agree to indemnify Vintage Party Props in any legal action arising out of any injury or damage allegedly caused by any item leased by Vintage Party Props, including but not limited to the cost of any attorney's fees and court costs associated with any litigation in defense of any said litigation.

Breach of Contract:

In the event this contract is breached by the client; the client agrees that in addition to any actual damages resulting from the breach that the client shall be liable for any attorney's fees and costs associated with enforcing the terms of this contract.

A credit card must be filled for incidentals of all items rented by the client from Vintage Party Props during their said possession.

Name on Card: _____ (Please Print)

Visa/ MC# _____ Exp: ____/____

Security Code: _____ Zip Code of Card: _____

Party Providing Services:
Vintage Party Props

By: _____ Date: ____/____/____
Lindsey Poe/ Myra Schultz

Party Receiving Services:

Client Signature: _____ Date: ____/____/____
(The client: financially responsible for all the above.)

I hereby give Vintage Party Props approval to charge the credit card listed if items are ruined beyond repair or if contract rented items are returned late resulting in loss of all already scheduled rental funds for upcoming events.

_____ (initial) I have read and understand all rental related times and dates.

HOW DID YOU HEAR ABOUT VINTAGE PARTY PROPS:?

Drop Off/ Pick Up Time Information:

Pick Up Dates/ Times: on or after ____/____/____

All items are available to be picked up from the Old Town Store starting on Thursday before your event.

Hours:

- Wednesday: 11am- 5pm
- Thursday: 11am- 5pm
- Friday: 11am- 5pm
- Saturday: 11am- 5pm

Drop Off Dates/ Times: no later than ____/____/____

All items must be returned no later than the Sunday following your event.

Hours:

Sunday: 1pm- 5pm

If drop off date doesn't work, please get with us to setup a specific day and time.

If items are returned late, a full rental amount will be charged a second time.

Amount Paid upon signing:

- Rental Fee all/half \$ _____
- Rental Fee all/half \$ _____
- Staging \$ _____
- 50% deposit \$ _____
- Total \$ _____

My balance of \$ _____ is due by ____/____/____

Mail Contract and Payment to:

Vintage Party Props
 110 S. Mulberry St.
 Corydon, IN. 47112
 (812) 267-4101

