

# **PREMIER TABLE LINENS**

**We've got you covered™**

## **Event / Wedding, Party Rental Linen Contract**

Premier Table Linens understands that special occasions, weddings and events come together by attending to a great many small details. We are committed to providing the table linens, overlays, spandex, napkins, chair covers and sashes for your event. In a way that is simple, stress free with top of the line table linens and service. While our linens are our specialty, ensuring our small contribution to the ambiance you desire, is our commitment. We take great pride in our reputation and feedback which proves this.

### **Rental Agreement**

**Please enter your rental contract confirmation  
number \_\_\_\_\_**

**Scroll down to continue with contract**

**Premier Table Linens contract**

**Signature:**  
**Today's Date:**

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TEL # \_\_\_\_\_ EMAIL \_\_\_\_\_

- 1. When should I reserve and last minute rentals:** We strongly urge reservations be made 1 to 2 months prior to the event to guarantee the color and linens needed. We will accept last-minute linen reservations. If reserved less than 30 days before the event, once the rental is placed, we will charge the card on file a flat \$19.95 "last-minute" rental reservation fee. This fee will only be waived if the customer is already an existing Premier Table Linens customer and is a wedding or party planner, florist, wedding venue, hotel, resort or country club customers. If reservations are made less than 30 days in advance, we will contact you within 24 hours if any of the linens reserved are not available.
- 2. Time window of event rental linens:** We ship to any of the 48 contiguous States so that your linens arrive three (3) days prior to the event. If you would like a different in-hand date, indicate so below. Customers have two (2) days after the event to drop off the linens at any UPS store. The maximum rental period is fourteen (14) days. You understand and agree that if the linens are not dropped off and scanned on or before the 2nd day after the conclusion of the event listed below, 1 additional rental period in the total amount of the rental will be charged.

In-hand date (date you need to receive the linens): \_\_\_\_\_

Date of your special event: \_\_\_\_\_

Is the event a wedding or another type of 1 day event? \_\_\_\_\_

If no, when does the event end? \_\_\_\_\_

3. **Shipping charges and shipping location:** We offer free U.P.S. Ground shipping for rentals to you and back to us. We can ship to your home, business or venue. If shipping to a venue, we strongly urge you to get approval from the venue to have the linens shipped directly there and the date that they can arrive.

**Address where the linens are to be delivered:**

Name: \_\_\_\_\_

Venue Name If Applicable: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: \_\_\_\_\_

4. **How linens will arrive & return instructions:** Linens will be shipped to the address the lessee provides us. Tablecloths and overlays will be pressed and on hangers. All other linens and spandex will be professionally packed in the boxes. On the top outside of the box will be the U.P.S. return labels. Please secure the return labels at arrival as there will be a \$15 fee for lost labels for us to recreate replacement labels. At the bottom of the box will be a duffle bag. After the event, do not wash the linens. Do not return the hangers. Shake any debris off the linens and place them in the duffle bags we provided. Place the return labels in the sleeve of the duffle bags and drop off at any U.P.S. store within two (2) days after your event.
5. **Table Skirts:** If the rental includes table skirts, the standard table skirt clips are included which fits tables  $\frac{3}{4}$ " to 1" thick. It is the customers responsibility to find out how thick the tables that will be used are. If needing larger clips, they are not in the rental program but can be purchased from us. If you are renting the table skirts and need to purchase larger size clips (\$0.50 each), be sure to discuss this with your account representative.
6. **Shipping Charges:** Free U.P.S. Ground shipping both ways. If this is a last-minute reservation, please 1st call us to check availability and to see which level U.P.S. expedited shipping will be needed to have the rentals arrive by your in-hand requirement.

7. **Return Conditions of Rental Items:** Customer agrees to assume all risk of loss of any linens once delivered by U.P.S. Customer also agrees to assume all risk and cost for any damaged or for any linens not returned. Customer (also referred to as lessee in this contract) shall return all rented linens and/or chair covers to Premier Table Linens in the perfect condition as delivered. Subject only to reasonable wear, lessee shall be liable for all damages. This may include, but not limited to, linens returned with mildew, candlewax burns, burn holes, ripped or rentals items not returned. Before returning the linens, be sure they are dry and free of food before placing them in the duffle bags. Do not place linens in plastic bags.
8. **Damaged or Lost Items:** All of our rental linens have RFID chips and are scanned when we pack the rental order. With this quality control, we have never been short in count when filling an order. We use this same system to scan the return linens when returned. The lessee agrees to pay the retail purchase price for any linens not returned. There will be a \$35 charge for duffle bags not returned. Accrued rental charges cannot be applied against the purchase price of linens not returned. Linens damaged will be paid for at its retail purchase price.
9. **Making Changes To Linen Count:** Linens may be added or deleted from the contract up to 10 days prior to the event date.
10. **Reservation Cancellations:** Linen reservations may be canceled within 7 days of the rental reservation being placed for a full refund as long as the in hand date is at least 30 days away. Any other cancellations are subject to a \$25 service fee. No refunds will be given for any reservation canceled 7 days or less prior to the in hand date the linens are to be received.
11. The terms and conditions herein are governed by the laws of the state of Florida. A minimum of \$550 attorney fees or actual attorney fees will be assessed on uncollected or unpaid balances if rental items are not returned or damaged linens are not paid for.

Customer (Lessee) Signature accepting rental terms above \_\_\_\_\_

Full Name \_\_\_\_\_ Date \_\_\_\_\_

**Why do you need my credit card?** We must have your credit card on file for any late returns, missing or damaged linens.

### Credit Card Information

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

CVV Code \_\_\_\_\_

**Billing Address associated with the credit card**

Name on Card \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

I agree that Premier Table Linens may charge my credit card for any rental linens that are late, not returned or returned damaged.

In addition, if the rental reservation is made within 30 days of the event, there is a \$19.95 late reservation fee that will be charged. The only exceptions made to the late reservation fee is for already existing Premier Table Linens customers who are wedding or party planners, florists, wedding venues, hotels, resorts or country clubs.

Customer (Lessee) Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Email: [cs@premiertablelinens.com](mailto:cs@premiertablelinens.com)

**END OF CONTRACT**