



RENTAL AGREEMENT & CANCELLATION POLICY

PRICES

- Rentals are for up to three days for one event (i.e.: Friday to Monday).
- Charges are for all rental items, ***whether they are used or not*** – please be sure to double check your agreement prior to agreeing to the rental terms.

CUSTOMER RESPONSIBILITY

- Customer assumes responsibility of all items from the time received at delivery or pick up to the time of return.
- Rentals are to be returned dry, restacked, refolded, and repacked in the same container. Rentals must be protected from weather throughout the rental term(s). Full replacement cost for missing or damaged rental items or transport containers will be charged to the card on file.
- All necessary utility markings are the customer's responsibility when renting customer friendly canopies.
- ***IT IS THE CUSTOMER'S RESPONSIBILITY TO MAKE SURE YOU HAVE RECEIVED EVERYTHING ON YOUR ORDER AT THE TIME OF DELIVERY/PICK UP.***

DEPOSITS/PAYMENTS

- To secure a reservation of items, a 50% security deposit is required at time of booking.
- Final payment is due one week prior to date of delivery/pick up.
- A credit card will be required and kept on file for all orders in the event any rental items are lost, damaged or stolen regardless of fault. You authorize Lincoln Wedding & Event Rentals to charge your card accordingly for additional charges.
- Renters can cancel all or any items on their reservation up to 2 (two) weeks prior to their event without any financial penalties ***excluding canopies, inflatables, ceiling décor and patio lights which are non-refundable. NO EXCEPTIONS!***
- All items canceled on the day of delivery/pick up date are non-refundable.
- Refunds are made in the same way payment was received. Cash payments over \$50.00 may be refunded back in form of check.
- All rental items are due back by the date and time on your reservation. Late returns could result in additional charges unless approved by Lincoln Wedding & Event management.



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St. Cloud, MN 56301
320-252-5522 | www.lincolneventrental.com



- All items that are not working correctly need to be reported the day of delivery/pick up or by calling (302)252-5522.

WALK-INS

- If you walk-in to make a reservation for the same day pick up, there could be up to a 30-minute wait until items are prepared for rental.

CLEANING CHARGE

- All rental items must be returned rinsed, free of food and placed in the original container it was received in. Additional fees will be charged to the card on file if Lincoln staff deem necessary.

LINENS/CHAIR COVERS/NAPKINS/SASHES(OVERLAYS)

- Renter is responsible for making sure all items reserved fit desired tables and chairs.
- It is recommended that customers come to view colors and size of desired items before making a reservation as to NO refunds will be given due to dissatisfaction of either colors or size choice.
- Renter is responsible for all damages to linens, chair covers, napkins, sashes/overlays etc.
- Renter is responsible to shake off all debris from linens and place **ALL** items (including napkins and hangers) into labeled, red bag before return/pick up.
- Additional charges will apply for all damaged items (i.e.: burns, wax, tears) not minor stains.
- Additional fees will be charged for missing hangers, safety pins and totes provided.

INFLATABLES

- Inflatables are **non-refundable** at time of booking.
- The customer agrees to assume all liability and safeguard against Lincoln Wedding & Event Rentals, or all claims for damage to property or bodily injury.

CANOPIES

- Canopies are **non-refundable** at time of booking.
- The customer is responsible to mark all private underground lines and sprinklers. Lincoln is not responsible for damages resulting from hitting private lines and sprinklers that are not properly marked.
- The customer agrees to assume all liability and safeguard against Lincoln for all claims for damage to property or bodily injury.



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- For customer friendly canopies, it is your responsibility to contact Gopher One to locate public utilities by calling 1-800-252-1166 at least one week prior to the event.
- For Lincoln Wedding & Event Rentals delivery and setup, customer is required to fill out a canopy sketch provided at time of booking and return to Lincoln Wedding & Event Rentals via email or in-person two weeks prior to setup date.
- If canopy sketch is not returned, we will make every attempt to contact you, however; we will not be able to set the desired canopy until a sketch is on file.
- Upon return or pick up, canopies should be free from burn, tears, tape, stains, etc.
- Damage to canopy will result in full replacement cost.
- Additional labor fees will be added for the removal of tape, residue, stains, etc.

DELIVERY/PICK UP/SETUP & TEARDOWN

- Services are available upon request.
- The customer has up to two (2) weeks prior to the event delivery/pick up date to cancel.
- If services are cancelled within the two (2) week period of the event, the customer is responsible for paying 50% of all service fees.
- Standard delivery and pick up are curbside drop off to commercial docks, driveways, and garages. Extra fees will be charged if delivery or pick up location is more than 100' from our vehicle or is not on our ground level including stairs, hills, etc. Standard delivery and pick up can be made between the hours of 8:30 a.m. – 4:30 p.m. Monday thru Friday. Saturday and Sunday by appointment.
- All delivery items should be counted and checked by customer to make sure all items in reservation have been received. Contact Lincoln Wedding & Event Rentals immediately if your order is incomplete or items are damaged.
- If before or after hour deliveries and/or pick up are necessary additional fees apply.
- Additional delivery fees will be charged for items added or delivered after initial delivery.
- Additional labor fees will be added if all rental items are not stacked/repacked prior to pick up.

INCLEMENT WEATHER

- In the event postponement or cancellation is necessary (due to weather related issues), we will make every effort to contact the appropriate individual immediately. All options will be discussed with customer at that time.



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If the terms are agreeable to you, please sign, date & return copy of agreement – Your event is NOT booked on our calendar until we receive this signed contract.

Thank you ~ we appreciate your business!

Name: _____

Date: _____

Signature: _____

Event: _____



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