

Office Use:  
Rental Cost: \$\_\_\_\_/set  
Setup fee: \$\_\_\_\_ each (Min. \$30.00)  
Delivery fee:\$\_\_\_\_  
Event Date: \_\_\_\_\_

## TERMS & CONDITIONS

### 1. SECURITY DEPOSIT

A non-refundable deposit of \$100.00 in the form of Money order or personal check is required to hold the estimated rental items. The remaining balance is due 14 days before the event date. We accept personal checks, cashiers checks, or money order for final balance. Credit Card payments will be charged 3% service fee. Returned items are subject to \$100 fee.

### 2. CANCELLATION

If the event is cancelled, the retainer fee is forfeited. In case of changing the event date, the retainer will be applied to the new event date (Subject to Availability). When the cancellation made 30 days prior to the event date, full rental amount is due. \_\_\_\_initial

### 3. FINAL COUNT

Final rental item count (should be an increase from the estimation) is due 21 days prior to the event date. Any additional products rented after the final count will be subject to availability and the price will be marked up 10% above the original rental price.

### 4. BALANCE

Client understands that all rental balance have to be paid in full prior to the event. Service will not be provided if there is unpaid balance on the account. To ensure proper payment, any balance unpaid after the event will be charged to the client's credit card account on file.

### 5. REPLACEMENT/DAMAGE

In the event that the rental items are missing or lost, the purchase price of \$10 for each item (chair cover and sash are separate item) will be charged to the client's credit card. Wedding concept expect normal wear and tear on our rented items. In the conditions that the items are damaged due to candles burnt, candles wax, wine stain, wax marks, torn and other damage beyond repair, there will be a small nominal amount of \$4.00 per chair cover and \$2.00 per sash charged to the client's account. \_\_\_\_initial

### 6. USE OF RENTAL ITEM

Rental rate is based upon a one-day, single-use rental, unless otherwise noted. Client agrees that the rental items will only be used at the event agreed on the event information sheet. Subleasing or improper use is prohibited.

### 7. LIABILITY

In any event liability on the part of Wedding Concept will be limited to returning all rental amount paid excluding any other fees: e.g. shipping fee/delivery fees. Wedding Concept is not liable for any property/physical damages occurred to the event location or to any individual injuries due to the chair cover rentals. \_\_\_\_ initial

### 8. SUBSTITUTION

Rental items are subject to availability and maybe substituted with 3 days advance notice from Wedding Concept.

### 9. SPECIAL REQUEST

Any requests with regard to the service provided by Wedding Concept should be made prior to signing this contract.

### 10. FITTING AND SAMPLE

Client is responsible to ensure the perfect fit. Samples are available upon requests, if client did not request for samples, Wedding Concept are not responsible and no monies will be refunded if the items are not used, or not fit. Client also understand that colors, sizes, and shades may varies due to replacements of unreturned items, normal wear and tear, and other natural cause. Rental items are received in boxes and some wrinkles may occur. Small marks or lines are expected as these are (used) rented items. \_\_\_\_ initial

### 11. SETUP AND TAKE DOWN

Client understand that setup time required is one hour for every 100 sets, should the allowable setup time is less than that, Wedding Concept is not responsible for incomplete setup. The latest time to take down the chair covers would be 11.45pm. If the rental items are not ready to be taken down by 11.45pm, there will be overtime fees of \$25 per person per wait time hour. Client must make sure of the setup time allowed by the banquet manager, if we arrive on the said time and the room is not ready to start the setup, there will be additional fees incurred of \$25 per person per wait time hour.

### 12. PARKING FEE

If the venue location does not provide free parking, parking passes for 2 entries (delivery and pick up) to the venue will be provided by the client or \$40 parking fees will be applied. \_\_\_\_ initial

**By signing below, both parties agreed the terms and conditions of this contract.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Wedding Concept

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: 5 initials on this page have to be completed.**

# CHAIR COVER DECOR by Wedding Concept

http://www.chaircoverdecor.com | Fax: 626.408.6685 | Phone: 626.215.6489

Office Use:  
Rental Cost: \$\_\_\_\_/set  
Setup fee: \$\_\_\_\_ each (Min. \$30.00)  
Delivery fee: \$\_\_\_\_  
Event Date: \_\_\_\_\_

## Event Information Form

<p><b>BRIDE / GROOM / Party Host</b></p> <p>Name: _____</p> <p>Add: _____</p> <p>City: _____ State: ____ Zip: _____</p> <p>Phone: (____) _____</p> <p>Email: _____</p> <p><b>CONTACT PERSON</b></p> <p>Name: _____</p> <p>Email: _____</p> <p>Phone: (____) _____</p> <p><small>*other than the Bride/Groom/Party Host to contact on the day of event</small></p> <p><b>DETAILS</b></p> <p>Quantity : _____</p> <p><b>*Final count should be at least equals to the quantity reserved.</b></p> <p>Sash Color: _____</p> <p>Chair Cover Color: _____</p> <p>Note*: _____</p> <p>_____</p> <p>_____</p> <p><b>*Please include information of how many tables of 8 or 10, how many for sign-in table, vendors' table, etc.</b></p> <p><b>All Information is required except ceremony info.</b></p>	<p>Event Date: _____</p> <p>Event type: Wedding/Birthday/Social Event/Others (Circle one)</p> <p><b>RECEPTION / SHIP TO ADDRESS</b></p> <p>Location Name: _____</p> <p>Ballroom Name: _____</p> <p>Phone: (____) _____</p> <p>Add: _____</p> <p>City: _____ State: ____ Zip: _____</p> <p>Start Reception Time : _____</p> <p>Vendor Setup Time : _____</p> <p><b>*Allow 1 hour for every 100 sets</b></p> <p>Vendor Take-down time: _____ *</p> <p><b>*Should be no later than 11.45pm</b></p> <p><b>CEREMONY (Optional)</b></p> <p>Location Name: _____</p> <p>Ballroom Name: _____</p> <p>Phone: (____) _____</p> <p>Add: _____</p> <p>City: _____ State: ____ Zip: _____</p> <p>Start Reception Time : _____</p> <p>Vendor Setup Time : _____</p> <p><b>*Allow 1 hour for every 100 sets</b></p> <p>Vendor Take-down time: _____ *</p> <p><b>*Should be no later than 11.45pm</b></p>
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