



**We put it all together perfectly.**

### **Rental Policies**

- DURANGO PARTY RENTAL, INC. prices are based on a one day use and charged by a time out basis, whether items are used or not. Rental equipment returned after the contract due date will be charged additional day rates until returned.

- NO reductions in quantities 72 hours prior to event date, otherwise re-stocking fees will be applied.

- Delivery is available on all orders. Fees will be charged. Delivered items will be dropped and stacked at ground level and a location easily accessible with our truck. On pick up all items must be stacked, tables and chairs folded, and placed in a single location, as they were when delivered. Linen must be shaken out, returned dry, free of food, wax and confetti. Glassware, china, and flatware should be thoroughly scraped of excess food and packed into the containers they were delivered in. These guidelines should be followed to avoid additional charges.

- LINEN RENTAL POLICY; Linens do not fall under the optional 7% damage waiver, and therefore strict rental policies apply. If linens are not returned, or returned damaged beyond repair; the Lessee is responsible for replacement costs at the purchase price of the item. Also if linens are returned late additional fees will apply. All linen orders must be placed at a minimum of 7 Business days from the day the customer receives the items. If linen orders are placed short of this time frame additional shipping charges apply. No decrease in quantities after said 7 Business days. If Lessee requests an early delivery date for linens, additional 2 days rental charges may apply.

- Set up and knock down service for tables and chairs is available for an additional charge. Arrangements for this service must be made in advance. If rental items are to be moved from the drop location by DPR delivery personnel, there will be additional charges and these arrangements must be made prior to delivery.

- It is the responsibility of the lessee to protect the rental items from the weather. Please store items in a protected area.

- An optional 7% Damage Waiver is added to the Rental Total. The Lessee understands that the Damage Waiver is not insurance. However, it does allow the Lessor to be more lenient with regards to replacement values on broken or damaged items. The Damage Waiver does not excuse the Lessee from negligence, vandalism, malicious mischief, theft, and loss due to mysterious disappearance.

- A 30% deposit is required to reserve rental items. Until the deposit is received, all items are subject to availability.

- Cancellations:

- Tents may be cancelled up to one month of the event date and the total deposit will be refunded.
- If tents are cancelled less than one month but more that ten days from the event date, only 30% of the tent rental will be retained and remainder of deposit returned.
- If the cancellation is made inside of ten days to the event date, the total deposit will be retained by Durango Party. (This deposit will amount to 30% of cost of all rental items.)