



Island Essentials
A Linen & Leisure Supply Company
208-A Bogue Inlet Drive
Emerald Isle, NC 28594

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info@island-essentials.com

To:

Phone: _____
Fax: _____
Email: _____

From: Chris Miller

Job Start:
Job End:
Our Job #: 10124-1

Status: Inquiry
Job Total: \$ 0.00
Terms: COD
Pages:

Thank you for letting us put the Leisure back into your most important day!

Wedding and Event Equipment Rental Agreement

1. **Payment:** Full payment is required at the time of booking items. Further, a signed contract is required.
2. **Cancellations:** Cancellations must be made within 60 days of your event to receive a 75% refund (less a 25% Administration Fee). Payment for tent rentals are non-refundable.
3. **Permits and Permission:** Client is responsible for securing all permits and/or special permission for tent and event rentals at event location.
4. **Pick up and Delivery:** Items are delivered the day prior to the event unless otherwise specified. Pick up is done the day after the event, unless other arrangement are required by their location. If all items are not present at time of pick up client will be billed accordingly for replacement or trip charge to secondary pickup location.
5. **Right to Cancel:** Island Essentials and its management reserves the right to cancel delivery of certain items if the threat of sever weather deems site unsafe for rental.
6. **Term of Rental:** All rentals are 3 days unless otherwise stated.
7. **Lost or Damaged Equipment:** All equipment is thoroughly checked and cleaned prior to delivery. Upon arrival, inspect all items and call our office immediately to report any discrepancies. Linens stained with red wine, candle wax, mold/mildew, returned with rips or tears will also be billed for replacement. Otherwise, Lessee will be charged for repair or replacement of items.
8. **Clean Beach Policy:** In accordance with new beach ordinance all items must be removed from the beach before 6pm and be stored in a secure place for pick up. Special arrangements for deliveries at Public Beach accesses can be made for an extra fee depending on the items. Extra fees may also apply for items that are necessary for Island Essentials staff to remove as it applies to this policy.
9. **Hold Harmless:** Lessee rents and uses all Vacation Rental Equipment and Linens at his own risk. Lessee assumes all responsibility for equipment while in his possession and agrees to return it in the same condition. Lessee shall be liable for any loss, theft, destruction, or damage of said leased property. Lessee agrees to pay for the regular replacement cost of items lost or damaged beyond repair.

Date: _____

Date: _____

Island Essentials

Signature: _____

Signature: _____

Name & Title: _____

Name & Title: _____

