



## GENERAL TERMS

- \* A 50% non-refundable booking deposit and signed contract is required to confirm reservations. The balance must be paid 7 days prior to your event. Rentals will not be released without full payment.
- \* Invoices may be paid with cheque or cash. There will be a 4% admin fee charged for credit cards.
- \* Any overtime or additional services that fall outside the parameters of the original contract will be invoiced separately following the event and due upon receipt.
- \* Please make cheques payable to Spoilt Red Productions Inc.
- \* Delivery does not include set up/tear down of your event. If you require these services, an additional labour charge will be quoted.
- \* If set-up is required, a detailed floor plan is required 7 days prior to your event.
- \* After hour deliveries & pick-ups can be arranged at an additional cost. Any deliveries/pickups after 8:00pm Mon- Sat or any time Sundays will be charged at time and a half.
- \* Upon delivery please ensure that everything you ordered is there. If there are missing or damaged items contact us within one hour so that they can be replaced at no cost.
- \* All rented items are the responsibility of the renter from time of receipt until time of return. Replacement cost will be charged on any missing or damaged items. A credit card number will be required as a damage deposit. This will be processed only in the case of lost, damaged or missing items.
- \* The client will hold the supplier blameless for any injury caused by, or involved in any rental items
- \* A damage protection waiver is available should you wish you pay 10% of the rental value of your invoice to cover any damaged items. This coverage is non-refundable. Please note that this does not cover lost or missing items - they will be charged at full replacement value. The damage waiver will cover up to \$150 of damage to each item. Any additional items will be invoiced.

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

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

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

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

Per: Spoilt Red Productions O/A Gaps Prop Shop

Per: \_\_\_\_\_