



### GENERAL POLICIES

Thank you for choosing Showcase Events! We are pleased to assist with your event. Our reservation and payment policies are listed below.

-A 25% nonrefundable deposit is due to hold and guarantee your rentals for your date. Checks and credit cards are accepted. \*Your deposit confirms agreement of these terms and the terms of the contract. Payments in addition to the deposit may be refunded upon cancellation.

-Cancellation 30 days or more before your event: your deposit may be put toward an order within a year of the original event date. Cancellation less than 30 days before your event: the deposit is forfeited.

-The remaining balance is due 15 days before rental date and is then considered nonrefundable.

-A credit card is REQUIRED to have on file, even if payment is made by check, to cover any damaged or missing items. If you prefer to pay by check your final payment must include 10% above the order total to cover lost or missing items.

-All changes and final counts are due 15 days before rental date. Although we do our best to accommodate last minute changes, those received after that date are not guaranteed.

-If you have concerns about the tent fitting in your desired location, or if there are possible underground utilities (septic, power, gas), please schedule a site visit. Also please make us aware of what surface the tent will be on (grass, sand, asphalt, etc).



**SHOWCASE**  
**EVENTS**  
**PARTY RENTALS &**  
**EVENT PLANNING**

-All rental items must be returned clean (with the exception of linens). Dishes should be rinsed free of food and packed in their original containers or a cleaning fee (30% of dish rental cost) will be charged.

-Ovens & grills must be returned clean or an additional \$50 cleaning fee will be charged.

-All items should be returned in the racks/bins/crates they were delivered in, including lids.

#### **DELIVERY & SET UP**

-General Delivery is any delivery or pick up at our convenience, usually one to three days prior to your event. We will not know the delivery date for your rental until the Monday of the event. Pick ups begin on Sundays.

-Special Delivery is any delivery or pick up that is requested on a certain day or time by you or the site/venue/location. Special Delivery may not be available on every rental.

-Tables & chairs are delivered folded and stacked and must be kept under sufficient cover/center of tent after use. Items should be folded, stacked and stored under sufficient cover/center of tent, all in one place and ready for pickup.

-Set Up of tables & chairs may be provided for an additional charge if available.

-Tent & Floor Plans can be provided by request after a deposit & contract are received.