

# Sweet Occasions Bridal Consulting & Event Rentals

[www.sweetoccasionsbanff.com](http://www.sweetoccasionsbanff.com)

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T1L 1C3

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2-730 3<sup>rd</sup> Street  
Canmore, Alberta, Canada  
T1W 2J6

## Sweet Occasions Décor Rental Order Form & Agreement

### Contact Information:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information:

Event: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Start Date & Time: \_\_\_\_\_

Event End Date & Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Room: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number in Attendance: \_\_\_\_\_

Arrival Date and Time Request: \_\_\_\_\_

Alternative Arrival Date and Time Request: \_\_\_\_\_

Pick up or Delivery: \_\_\_\_\_

Event Contact: \_\_\_\_\_

**Rental Items:**

Item	Item Name	Item Number	Setup Required	Item Quantity	Cost Per Item	Total Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
8						
10						
11						
12						
13						
14						
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26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
					SUB TOTAL COST	
					GST (5%)	
					TOTAL	

## Payment:

Payment: Payment is accepted though cash, check, money order, bank draft, bank transfer, interact transfer, email transfer, PayPal, Visa or MasterCard. Please note that applicable fees apply to the client when using any of the methods above as per the payment methods terms and conditions. All credit card payment will be subject to a 5% administration fee.

Payment Schedule: Bookings will not be confirmed until a 50% deposit in the amount of the total cost is made. Confirmation will be emailed to you upon booking. Full payment of all rental items must be made 30 days before the event, delivery or pick up date whichever is first. A 30% security deposit must be made 10 days before the event, delivery or pick up date whichever is first, and will be refunded as per the terms of the security deposit within 30 days of return.

## Deposit Payment:

### Payment Method:

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### Payment Date:

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### Payment Information:

## Terms & Conditions

Security Deposit: The security deposit is equal to 30% of the total rental cost. The security deposit must be processed by one of the payment methods outlined in the "Payment" section. The security deposit is due 10 days before the event, delivery or pick up date whichever is first. Delivery or pickup will not take place until the security deposit has successfully been processed. Please note that if you are using a delayed form of payment such as a personal check, the amount must clear on or before the 10 day deadline. Upon return of all rental items in perfect condition your security deposit will be refunded to you in the full amount within thirty (30) days of return. Once items have been delivered to event location or picked up all items are the sole responsibilities of the client. All damage, loss or misuse of items will be the responsibility of the client. If items are returned damaged or not returned at all the security deposit will be subject to replacement or repair fees as determined by Sweet Occasions Bridal Consulting & Event Rentals. Sweet Occasions Bridal Consulting & Event Rentals reserves the right to bill the client for any additional fees that may be incurred beyond the security deposit.

Cancellation Policy: In the event of cancellation of one or more items, the client will forfeit the deposit. In the event of cancellation more than 90 days before the event no additional charges will be applied. In the event of cancellation between 45 days and 60 days of the event date the client will forfeit the deposit on all items canceled and be billed 50% of the remaining balance on all items canceled. In the event of cancellation within 45 days of the event date the client will forfeit the deposit on all items canceled and be billed 100% of the remaining balance of all items canceled.

Handling Charges: The client agrees to pay the quoted amount for Sweet Occasions Bridal Consulting & Event Rentals delivery, set up and final pickup of all items at the event address. If for any reason Sweet Occasions Bridal Consulting is unable to deliver, set up or pick up items due to client information provided, the client will be subject to a \$100.00 service fee. Items may not be moved from the event address if delivery & pickup is scheduled without written consent from Sweet Occasions Bridal Consulting & Event Rentals.

I \_\_\_\_\_ agree to the Payment & Terms & Conditions of this rental agreement.

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

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

Client's Signature: \_\_\_\_\_