DELIVERY & PICK UP

PAYMENT & FINAL ORDER CHANGES

Final payment and changes are due 14 days prior to delivery date. Any changes received after 14 days will only be accommodated based on availability.

DELIVERY & PICK UP TIMES

Delivery and pick up times are not guaranteed and may occur between 8am and 3pm. A courtesy call will be made 30 minutes prior to your delivery. You may call at 2pm if you have not received your delivery/pick up. Standard delivery does not include set-up, tear down, special times, or deliveries beyond 30 feet. Crown Rentals cannot drop off items inside a residence/business and cannot go up and down stairs or an elevator. Crown Rentals will not move or remove any items not owned by Crown Rentals. The client or authorized representative must be present at both delivery and pickup to SIGN AND VERIFY the counts and condition of the equipment. If no one is present, client agrees to abide by Crown Rentals delivery and pick up counts and inspections.

PROPERTY PREPARATION FOR DELIVERY

Client should mow lawn, clean up animal waste and ensure accessibility to property. Please notify us ahead of time of gates and/ or any other restrictions that may prohibit or delay delivery.

PLACEMENT OF EQUIPMENT

Equipment will be neatly stacked in one location within 30 feet of the tailgate. If drop-off is in excess of 30 feet of the tailgate, additional fees may apply. A diagram must be provided by the client for installation of dance floors, staging, and pipe and drape. If additional payment has been made in advance for table and chair set up, then a diagram is also required. If a diagram is not provided, Crown Rentals will place items at our discretion.

COUNTING & CARE OF EQUIPMENT

Please verify the counts of your items. If the count is incorrect, notify us immediately and before the end of the day the equipment was delivered. If it is Client is responsible for any missing items, misuse, neglect and theft. If an item breaks, keep the pieces so we know the item is broken and not missing. All equipment, including linens, MUST BE KEPT DRY from the time the equipment is delivered until the time of return. If damage occurs to equipment becoming wet, additional replacement fees will be applied to the order. Linens returned wet, stained and/or containing mildew may be subject to additional fees.

CLEANING & PICK UP OF EQUIPMENT

Crown Rentals will pick up equipment in the same location that it was dropped off. Linens must be dry and placed in provided linen bags. Tables and chairs must be folded and stacked and ready for pick up. All china, glassware and silverware should be free of food, rinsed and packed back into original container it was delivered in. Crown Rentals reserves the right to count large orders of unwashed glassware, china, linen and flatware at our facilities.

WEBSITE & SOCIAL MEDIA CONSENT AND RELEASE

I, the undersigned, do hereby agree to grant permission to Crown Rentals TK Inc and its employees to capture and post photos and/or videos of my event, including but not limited to the items rented from Crown Rentals TK Inc. I understand that the photos and/or videos may be used in the production of promotional materials, and for other purposes that Crown Rentals TK Inc deems appropriate and that such materials may be distributed to the public.

I hereby release you, your representative, employees, managers, members, and subsidiaries from all claims and demands arising out of or in connection with any use of said photos/videos, including, without limitation, all claims for invasion of privacy, infringement of my right to publicity, defamation, and any other personal or property rights.

For **EMERGENCY** after hours questions or concerns, please call (219) 661-8665 and select "3" for management. Leave a detailed message with your phone number and we will contact you as soon as possible.

Client signature: _____ Date: _____