



Rental Reservation Agreement

11810 Manchaca, 78748 (512) 292-3900
8868 Research, Suite 304, 78758 (512) 870-8552

Rental Reservation Terms and Conditions

1. **Premiere has reserved the rental item (s) specified** in renter's agreement for the date reflected on the order. Renter has made a 50% rental reservation deposit to hold this / these items for his / her / their use. Premiere will accept changes to the renter's order, including cancellation, UP TO 5 WORKING DAYS prior to renter's scheduled pick up / delivery. 50% Reservation Deposits **WILL NOT BE RETURNED OR REFUNDED** after the order balance has become due. **Items may not be deleted and item quantities may not be reduced after the rental order balance becomes due.** Premiere will continue to accept changes that increase the renter's order (subject to availability) until 48 hours prior to the event. **Tent and special order linens are subject to different reservation rules** as specified in any applicable addenda to this agreement.

2.. **The 50% rental agreement balance is due and payable 5 working days prior to the scheduled pick up / delivery date.** Premiere accepts payment, via telephone, by Visa, Master Card, Discover and American Express. A fully executed Credit Card Payment Authorization Form must accompany any and all credit card payments, and may be transmitted via fax (to 512.292.4066) or email to (angela.nussel@premiereeventsonline.com). **PERSONAL, COMPANY AND OR CORPORATE CHECKS ARE ACCEPTED** FOR PAYMENT OF THE RENTAL AGREEMENT BALANCE, SO LONG AS THE CHECK IS RECEIVED BY PREMIERE, AT 11810 MANCHACA, AUSTIN, TEXAS, 78748 **NO LESS THAN 10 WORKING DAYS PRIOR TO THE EVENT OR DELIVERY DATE, WHICHEVER IS EARLIER.**

3. **Renters picking up their rental item (s)** may do so between the hours of 9:30 AM and 5:00 PM, Monday through Friday and 9:00 AM to 1:30 PM Saturday on the date specified in the Rental Contract. **Premiere is closed Sunday.** Weekend rentals must be returned to Premiere on Monday (following the renter's event), or as specified in the Rental Contract. Renters must ensure that their vehicle is appropriate for transporting the rented item (s). Renters must bring necessary pads, blankets, tie downs and other items needed to protect their vehicle (from damage) and to ensure against damage to rented item (s). Premiere Events reserves the right to refuse access to rented items if, solely in Premiere staff's judgment, the rented item (s) cannot be transported safely and or without damage either to the inventory or the renter.

4. **When an order is scheduled for delivery,** renters may request an AM delivery (9:00 AM to Noon) or a PM delivery (1:00 PM to 5:00 PM) slot. One day prior the scheduled delivery, renter will receive an emailed copy of their rental order. Renter will be asked to verify all details of the rental order, and to confirm that the date, time, rental items and all other information, if any, is / are correct. Renter will be advised to contact their Premiere Event Rental Consultant for questions or issues regarding their rental order. The Delivery Notification will also include the Delivery Team Leader's name and contact information. Renter may, **on the delivery day,** contact their driver directly regarding **delivery** questions or issues. Time specific deliveries (within a one hour window) are available at an additional charge. **Delivery is TO THE DOOR.** Additional charges will apply for Stairs, Steep Embankments or other Hazardous / Difficult Delivery Conditions. **Renter hereby agrees that failure (on the renter's part) to disclose such conditions shall result in post-rental charges, which charges renter hereby authorizes.** Set-Up services are available, but are not included in the Delivery Charge. **ADDITIONAL CHARGES APPLY FOR DELIVERY OR PICKUP SCHEDULED OUTSIDE OF WORKING HOURS.**

I hereby acknowledge receipt of this Rental Reservation Agreement. I have read and agree to all terms and conditions contained herein. I have been advised and understand that this document represents Premiere's formal statement of policy and that this document shall supersede verbal or written representations to the contrary.

Renter or Renter's Authorized Agent

Date