

EVENT SUPPLIES
RENTAL POLICIES, SPECIAL RATES, AND CONTRACT

I. Pay 20% deposit when booking in order to reserve items. **Deposit will be forfeited in the event of cancelation within four days prior to the pickup date.** Linen orders canceled after Tuesday before the event must be fully paid, plus **\$10.00 delivery charge for linens.**

II. Sign contract below.

III. Pay remainder owed when items are picked up.

IV. 25% discount for items returned clean.

A. Dishes, flatware, and serving items. Clean means in condition to be rented to the next customer – no dried food, streaks, fingerprints, grease.

B. No discount for glassware

C. If items are not returned clean, renter must pay the difference between clean and dirty price.

D. If tables are not returned clean a \$2 fee per table will be charged. If chairs are not returned clean a \$1 fee per chair will be charged.

V. Responsible for payment for items not returned or returned damaged or unusable.

VI. Rentals are for two days on weekdays and three days for weekends. A 20% fee will be charged on orders returned late.

CONTRACT:

I have read the above policies regarding use of WMCS Event Library supplies and equipment. I agree to the terms and understand that to qualify for the discount, all items as detailed on the attached list must be returned clean.

Name

Date

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