



## RENTAL AGREEMENT

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

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

City, State, & Zip Code: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Venue (include full address): \_\_\_\_\_

Venue Contact (name and phone): \_\_\_\_\_

Rental Items Requested:

Item Description	Item No.	Quantity Required	Cost per Item*	Item Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Delivery requested on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery and pickup are available by prior arrangement within a 50 mile radius of New Washington, Ohio. Delivery/pickup within a 15 mile radius will be charged a flat rate of \$75; deliver/pickup at a greater distance than 15 miles (but less than 50 miles) will be charged a flat rate of \$75 plus \$2 per mile.

Return pickup request on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Items must be stored indoors in a secure location until pickup by Buckeyes & Bluegrass. Arrangements must be made for you or a responsible party to ensure items are available for pickup at the scheduled time.

Pickup by client on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weekend orders may be picked up by prior arrangement on the Thursday before the event between 3 pm and 6 pm or on Friday between 9 am and 5 pm. Weekday orders may be picked up according to prior arrangement.

Return by client on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Returns by client may be made on the Monday following the event between 3 pm and 6 pm or on Tuesday from 5 pm to 8 pm. Buckeyes & Bluegrass staff must be present when returns are made.

Payment

A 50% reservation deposit is required with a signed Rental Agreement. The balance is due at least two week prior to the event. Payment may be made with cash, check or credit card. A valid credit card is required, and will be kept on file until return of rental items. Any fees for damages, repair or replacement, or additional services will be charged to the card on file.

The client assumes full responsibility of item upon possession and agrees to pay full replacement cost for lost or damaged items.

Cancellations

A full refund of any deposit will be made if cancellation is made at least 60 days before the event. Cancellation within 60 to 30 days of the event will be given at 50% refund; refunds cannot be made for cancellations fewer than 30 days from the event.

Additional Services

Buckeyes and Bluegrass is available to help stage our vintage items for your event, or to decorate the venue. Please inquire to make arrangements for these services.

Rental Fees: \$ \_\_\_\_\_  
 Delivery Charge: \$ \_\_\_\_\_  
 OH Sales Tax (7.25%) \$ \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_  
 Due Today (50% of total): \$ \_\_\_\_\_  
 Balance (due one week prior to event): \$ \_\_\_\_\_

Rental Service provided by:

\_\_\_\_\_  
*Laura Weir/Lori Riedel, Buckeyes & Bluegrass*

\_\_\_\_\_  
*Date*

Service contracted by:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Credit Card Information

MasterCard     Visa     AmEx     Discover

Name on card (please print): \_\_\_\_\_

Card No: \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_

Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

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

*Signature of Cardholder*

I hereby give Buckeyes & Bluegrass approval to charge the credit card listed for required repair or replacement of damaged or unreturned items.

\_\_\_\_\_ (*Client initials*) I have read and understand all terms and conditions related to rental items for my event.