

TopEvent Rentals LLC
Queens, NY 11420
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718-635-2077



RENTAL AGREEMENT

This Rental Agreement (“Agreement”) is entered into as of the date signed below by and between TopEvent Rentals, LLC (“Company”) and the undersigned customer (“Renter”).

1. RENTER INFORMATION

Renter Name: _____

Phone: _____

Email: _____

Event Date: _____

Event Location: _____

Delivery Date/Time: _____

Pickup Date/Time: _____

The items listed on the invoice or order confirmation (“Equipment”) are incorporated into this Agreement.

2. MINIMUM ORDER REQUIREMENT

The minimum rental order amount is **\$200**, excluding delivery fees, taxes, and the security deposit.

3. PAYMENT TERMS

A **non-refundable reservation deposit equal to fifty percent (50%)** of the total rental amount is required to reserve the event date. The event date is not secured until the reservation deposit is received.

The remaining rental balance and required security deposit must be paid no later than five (5) days prior to the event date.

The reservation deposit is non-refundable under any circumstances, including cancellation.

4. SECURITY DEPOSIT

A refundable security deposit is required for all rentals and is based on the total rental amount as follows:

- Orders **\$200–\$300** → **\$150 security deposit**
- Orders **\$300–\$800** → **\$250 security deposit**
- Orders **\$800–\$1,500** → **\$400 security deposit**
- Orders **over \$1,500** → **\$600 security deposit**

The security deposit is held to secure Renter's full performance under this Agreement and may be applied to:

- Damaged or broken items
- Missing or stolen items
- Permanent stains or excessive cleaning
- Late return fees
- Any unpaid balances

The security deposit is not a damage cap and does not limit the Renter's financial responsibility. If the cost of damage, loss, cleaning, or replacement exceeds the deposit amount, Renter agrees to pay the full remaining balance. Company is authorized to charge the credit card on file for any additional amounts owed.

Any remaining balance of the security deposit will be refunded after inspection of all returned Equipment.

5. TERM OF RENTAL

The rental term begins upon delivery or pickup of Equipment and ends at the scheduled pickup or return time. Time is of the essence.

6. DELIVERY & ACCESS

Renter shall provide safe, clear, and accessible delivery and pickup access.

Additional fees may apply for stairs, long carry distances, uneven or unpaved surfaces, or restricted access.

Equipment must be returned free of food, debris, tape, decorations, and personal property.

7. RESPONSIBILITY & RISK OF LOSS

Renter assumes full responsibility for Equipment from delivery or pickup until retrieved by Company.

Renter assumes all risk of loss, theft, or damage, regardless of cause.

Equipment is deemed accepted in good condition unless Company is notified within one (1) hour of delivery.

Unused Equipment is not eligible for refund.

8. LINENS & TABLE SKIRTS

All linens and table skirts must be returned dry and free of debris.

Renter shall not wash, alter, pin, tape, glue, or otherwise modify linens.

The following will result in full replacement charges:

- Wax or candle burns
- Permanent stains (wine, grease, ink, makeup, food dye, etc.)
- Adhesive residue
- Mildew or moisture damage
- Tears, rips, or holes
- Heat or iron burns

Color variations due to lighting, photography, or screen settings are not grounds for refund.

9. PICKUP REQUIREMENT, VENUE ACCESS & MISSED PICKUP FEES

All Equipment must be ready, accessible, and available at the exact agreed-upon pickup date and time.

Renter is solely responsible for ensuring that:

- Equipment is fully gathered
- Equipment is free of food, debris, tape, and decorations
- Equipment is placed in a safe and easily accessible location
- Company has clear and immediate access to retrieve all items

Company is not required to wait beyond fifteen (15) minutes of the scheduled pickup time.

If Equipment is not available at the agreed pickup time, a **\$150 missed pickup fee** will be immediately assessed.

If Company is unable to retrieve Equipment due to restricted access, locked gates, venue staff unavailability, security restrictions, or any delay beyond Company's control, it shall be treated as a missed pickup.

If Company must return at a later time or date to retrieve Equipment, additional charges will apply, including:

- \$80 per additional rental day
- Additional delivery and labor fees

Rental charges continue to accrue until Equipment is successfully retrieved by Company.

10. INDEMNIFICATION

Renter agrees to indemnify, defend, and hold harmless TopEvent Rentals, LLC from any and all claims, damages, liabilities, losses, costs, or expenses arising out of the possession, use, or operation of the Equipment during the rental term.

11. CREDIT CARD AUTHORIZATION

Renter authorizes Company to charge the credit card on file for:

- Damaged Equipment
- Missing Equipment
- Replacement costs
- Late fees
- Excessive cleaning
- Unpaid balances

In the event of a dispute or chargeback, this signed Agreement may be used as evidence of authorization.

12. FORCE MAJEURE

Company shall not be liable for delays or failure to perform due to acts of God, weather, venue restrictions, government orders, power outages, or circumstances beyond Company's control.

13. GOVERNING LAW

This Agreement shall be governed by the laws of the State of New York.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or representations. Any modifications must be in writing and signed by both parties.

Government-Issued Photo ID: _____

Renter Signature: _____

Date: _____