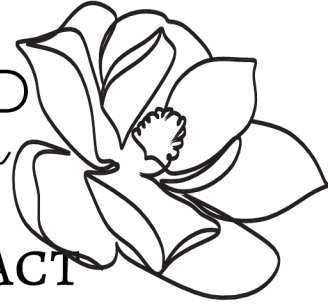


BEAUREGARD

Coordination



## RENTAL CONTRACT

### CLIENT INFORMATION

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### EVENT DETAILS

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

Event Venue: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Theme: \_\_\_\_\_

Rental Period: 4 Hours / 12 Hours / 48 Hours / Other \_\_\_\_\_

### EQUIPMENT DETAILS

Items	Quantity	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### PAYMENT

Total Quote Amount: \$ \_\_\_\_\_

50% Deposit: \$ \_\_\_\_\_  
(Applied to total balance)

Total Balance Due 48 hours prior to event: \_\_\_\_\_

\$

### NOTICE:

Rentals require a credit card on file. In the event that any items are lost or damaged, the card will be auto-charged for a value of twice the item's rental price.

Beauregard Coordination, hereafter referred to as *The Company's* responsibilities encompass the following:

**Concept and Design:**

The Company will collaborate with the Client to develop a decor concept aligned with the event's theme and vision.

**Decoration Setup:**

The Company will be responsible for the setup and arrangement of decorations at the designated event venue.

**Decorative Elements:**

The Company will provide the agreed-upon decorative elements, including but not limited to, balloon arrangements, backdrops, linens, table settings, and any specified props.

**Timeline:**

Given appropriate access to the agreed upon location for a minimum of two hours prior to event, The Company will ensure that the decoration setup is completed before the event's scheduled start time.

**1.Design Proposal:**

Upon initial discussions, the Company will present a design proposal that outlines the décor concepts, materials, and a detailed cost estimate. This proposal serves as a foundation for further refinement and finalization of the decoration plan.

**2. Pricing and Payment:**

The cost of services, including materials, labor, and design expertise, will be clearly outlined in the agreement. A payment schedule will be established, indicating the deposit amount due upon agreement signing and subsequent installments. The final payment is due prior to the event.

**3. Changes and Customization:**

The Client can request changes to the design plan during the planning process. The Company will accommodate reasonable changes, though any resulting cost adjustments will be communicated and agreed upon by both parties.

**4. Decorative Elements:**

The Company will source and provide all agreed upon decorative elements, including fabrics, props and balloon arrangements. Quality materials will be used to ensure a visually appealing and cohesive ambiance.

**5. Damages to Property:**

The Client agrees to take reasonable precautions to prevent any damage to the decorations, property, or venue during the event. In the event that decorations or property are damaged due to negligence or deliberate actions by the Client, their guests, or any third party, the Client agrees to cover the costs of repair or replacement which will be equal to twice the rental cost of damaged item(s).

**6. Set Up and Breakdown:**

In the event of a 4 Hour Rental, The Company will be responsible for the complete setup of the décor before the event and the efficient breakdown after the event. This ensures that the Client can focus on enjoying their special occasion and rental items are returned within a timely manner. In the event of a 12-48 Hour Rental, the Client will assume responsibility for breakdown and return of applicable rental items, including transportation of said items to The Company.

## **7. Rental Returns:**

Through this rental agreement, The Client assumes responsibility for the condition of all rental items at the time of their return. Any damaged, missing or late returns may result in additional fees and/or replacement charges to the card on file.

## **8. Liability and Insurance:**

The Company will take necessary precautions during the setup to ensure the safety of guests and event participants. The Company is not liable for any potential damages or accidents related to the decorating services or rental items.

## **9. Agreement Amendments:**

Any changes to the agreement terms must be made in writing and agreed upon by both parties. This ensures clarity and avoids misunderstandings.

## **10. Force Majeure:**

Neither party shall be held liable for failure to perform their obligations due to unforeseen circumstances beyond their control, such as natural disasters or other emergencies, so long as there is clear and effective communication pertaining to such.

## **11. Termination:**

Either party reserves the right to terminate the agreement prior to the event in case of a breach or default by the other party. Termination within 48 hours of the event may result in the loss of payment or security deposit. Termination terms and procedures are outlined in the agreement.

## **12. Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the state of Vermont. Any disputes arising from this Agreement will be resolved through appropriate legal channels.

By signing below, both parties acknowledge their understanding and agreement to the terms outlined in this Event Decorating Services Agreement.

Client Signature: \_\_\_\_\_

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

Company Representative Signature: \_\_\_\_\_

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