**Party Connection Rental and Events**

Alamogordo, New Mexico

[www.partywithvicki.com](http://www.partywithvicki.com)

1-800-989-6611

1007 Monroe Street, Alamogordo, New Mexico 88310 Office: (575) 437-6611 Fax: (575) 437-9772

Client Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Connection at Uptown Rentals is dedicated to providing quality service and equipment. We constantly update our inventory to insure you receive only clean, reliable, and quality equipment for your special event

RESERVATIONS

* We recommend reserving equipment well in advance. This will assure availability.
* A 30% deposit is required to confirm your reservation.
* If you should cancel your order, you will forfeit your deposit

PAYMENT

* In addition to the 30% deposit, the full cost of the contract is required two weeks in advance of rental date.
* Special Orders require full payment in advance and cannot be changed or cancelled.
* All charges are for time out, whether used or not, so make your selection carefully. NO CREDIT will be given for unused equipment.

Delivery

* Deliveries will be made to a mutually convenient location (door to door). Please assemble items at the same location for pickup.
* Extra charges will be incurred for elevator, steps, areas not easily accessible to the delivery vehicle and excessive time involved.
* Extra charges will be incurred for setup and tear down of equipment.
* Special containers are provided for china, glassware, chafers, etc. as to help insure that you receive your items sterilized, undamaged and “table ready”.
* Linens are pressed, bagged and on hangers for “ready use”.
* Our delivery personnel are instructed to neatly stack all items in a mutually convenient place on delivery. OUR COUNT of items must be accepted unless we are notified IMMEDIATELY.

Loss or Damage

* Responsibility for equipment remains with the renter from the time of rental/delivery to the time of return/pickup.
* Count your equipment at time of rental and report any shortages immediately.
* Please make sure equipment is protected from weather and secured when not in use.
* The customer is responsible for any rental equipment not returned
* The customer will be charged for missing and damaged items including linens burned, wax on linens or ruined by stain.

Equipment Set Up or take down

* Set up and take down service is available at an additional cost. Please arrange in advance

Deposit Return

* The 30% deposit is held until the rental items are returned and inventoried. If there is any breakage or loss, the retail cost will be deducted from the deposit. The remaining deposit will then be returned to you.