





Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Venue \_\_\_\_\_

Pick Up/Delivery \_\_\_\_\_

Return/Pick Up \_\_\_\_\_

**Rental Policy**

By Design will provide the items as listed on attached Order Worksheet (page 1). A final count is due 2 weeks prior to receive date. All items will be available for pick-up on the scheduled date specified above. All items are due back by 3pm the first business day after event. Delivery within 15 mile radius of Mankato is included when By Design is providing placement/removal service.

**Payment Policy**

A booking/damage deposit is due on the date of booking and is non-refundable if date is cancelled within 3 months prior to event. The deposit will be returned if the booking is held as scheduled. Any loss/damages to products after inventory is completed by By Design will be deducted from damage deposit. Full payment is due at delivery.

**Loss / Damage**

Client assumes full responsibility for excess cleaning and/or replacement cost due to improper use or care. This includes but is not limited to excess wax, burns, heavy staining and knotted chair ties. Care Instructions as follows.

**Fabric Care Instructions**

- Fabric must not be cut or punctured with large pins. We recommend using long sewing pins or chenille stems when necessary to secure fabric.
- Fabric is prepared in the best manner to limit wrinkles. We recommend that fabric is placed at your earliest convenience. Any wrinkles will usually release within a few hours of placement
- Clean and unused fabric can be placed back into the By Design tub for return.
- Soiled fabric should be free of any debris and can be placed (unfolded) into appropriate labeled laundry bag.

**Chair Covers, Ties & Bands Care Instructions**

- Chair ties should be untied and placed (folded) into the container they were received in.
- Chair bands and accents should be placed into the container they were received in.
- Soiled chair covers should be free of any debris and can be placed (unfolded) into the container they were received.
- Heavily soiled covers or ties should be placed on top or in separate laundry bag.

I have read, understand and agree to the terms and policies set forth by By Design within the contract.

Client \_\_\_\_\_

Date \_\_\_\_\_

By Design \_\_\_\_\_

Date \_\_\_\_\_