



Wedding & Event Rental Policies

All policies subject to change at any time; A Credit Card MUST be kept on file for ALL events!

Customer Responsibility: Rented equipment is the responsibility of the customer until it is returned. Customer is liable for all damage, destruction, loss, injury, or theft regardless of whether rental items were turned over to any 3rd parties including but not limited to caterers, set-up personnel, hotels, etc. Customer liability does not change if Lyndsey Roberts Photography delivers sets up, or takes down the rental items. Lyndsey Roberts Photography cannot assume any responsibilities for items, especially when they are not under direct control such as during an event. In case that the equipment is lost or damaged in any way, the customer will be charged the full replacement or repair cost in addition to the rental cost. A *Credit Card Authorization* form must be signed as authorization for security deposit on the rented items and as guarantee of payment.

Inspection & Guarantees: The Customer acknowledges that they are personally responsible for inspecting the rental items prior to their use on the event date and find them suitable for use before the event date. Notification of any defects to Lyndsey Roberts Photography must be made before the event date. The Customer acknowledges that there are no warranties on these items from minor defects, as there may be some minor defects on items from normal wear and tear, that are not readily apparent. These defects do not constitute a breach of contract on Lyndsey Roberts Photography's part.

Samples: The Customer understands that it is their responsibility to ensure the proper fit and color of the rental items. Samples are offered to make sure of this. Color samples are available in the office, but not all dye lots are exact and we cannot guarantee an exact match. Refunds will not be granted in the case that the fitting, size, color, or texture does not match. _____initial

Deposit: Customers are required to leave a deposit in Cash, Check or Money Order. A deposit of 50% is required by Lyndsey Roberts Photography to hold the rental items for the date specified in the Event Order Form. This deposit will apply toward the remaining balance, which is due 21 days prior to the event. This final payment may be in the form of cash, check, or money order. These amounts do not include any required damage/cleaning deposits, or amounts due resulting from loss of goods or damage to them. A security deposit fee of \$100 may be added as part of the Customer's security deposit to ensure the proper return of all items, pick up by customer may result in a higher deposit. If deposits are not received, payments not made in full, bounced checks, client is said to be in breach of contract and contract requirements do not have to be fulfilled by Lyndsey Roberts Photography. _____initial

Event cancellation: Lyndsey Roberts Photography recognizes that plans can and do change, sometimes on short notice. Orders that are cancelled 7 days or more prior to the event are charged the full deposit amount and potential additional charges, thus all deposits are nonrefundable. This covers the cost that Quality Lyndsey Roberts Photography incurs for turning away potential customers in order to secure the rental items for the event. The balance of the order must be paid within 14 days of the event date. Orders cancelled within 14 days or less of the event dates are non-refundable and full payment is required due to having already ordered all items in full including flowers.

ACTS OF GOD

In the unlikely event that a member/members of Lyndsey Roberts Photography's staff are unable due to illness, disease, accident, or injury to prepare for and attend the event, Lyndsey Roberts Photography reserves the right to find substitute staff, companies, and/or subcontractors, to conduct the event. If Lyndsey Roberts Photography is unable to conduct the event set forth in this Agreement, Lyndsey Roberts Photography may terminate this Agreement and will refund all monies except the required non-refundable deposits.

In the event it is impossible to hold the event, due to circumstances beyond the control of the parties, Lyndsey Roberts Photography reserves the right to charge or retain cost of un-returnable items, special orders, staff expense, or any other expenses purchased or prepared for the event. We cannot control weather including but not limited to wind, rain, and heat, cold, etc... If rented items are available for use even though they do not get used, you will still be charged the rental fee and set up fees, no refund is warranted. We will try to accommodate the best we can but not all items may be used.

Delivery and Pickup: Delivery and Pickup service is available. Rates vary according to delivery distance. Labor charge applies when the equipment has to be carried to other than the ground floor. Please contact us for specific delivery and labor charges. The latest time to take down chairs, chair cover, linens, would be 12am or as stated in the contract as "end time". If the rental items are not ready to be taken down by 12am or the end time, there will be an overtime fee of \$25 per person, per hour wait time. Client must make sure of setup time allowed by the banquet manager, if we arrive on the said time and the room/location is not ready to start the set up, there will be an additional fee incurred of \$25 per person per hour of wait time. Rental rate is based on a one-day, single-use rental, unless otherwise noted.

Shipping Delivery, Returns & Packaging: Lyndsey Roberts Photography can ship some items out of area; locations are subject to shipping fees. Lyndsey Roberts Photography uses UPS, USPS, FedEx, or DHL delivery services to ship nationwide. All shipments are scheduled to be delivered at least one business day before the event date and are guaranteed by the carrier. Lyndsey Roberts Photography will not be responsible for any unforeseen problems during shipment. A tracking number(s) can be provided by Lyndsey Roberts Photography upon request. All items must be returned or shipped within 2 business days after the event date. The Customer agrees to be charged an additional late return fee for each day the items are not returned or shipped after the 2 business days of the event date. This amount is at least \$25 per day.

Damaged/Unreturned Items: The Customer will be responsible to pay for any incidents including but not limited to damaged, injuries, lost, altered, or stolen items. Except for reasonable rental usage, all items must be returned in their normal condition. Lyndsey Roberts Photography can take out most stains. However, for each item returned with tears, wine stains, candles/cigarette burns or wax marks that

may be damaged beyond repair, the Customer authorizes the use of their credit card to be charged, balance additions, and collections for damages. An administrative charge of \$6 will be applied on the Customer's credit card/bill for each damaged item including the full purchase amount for each item or any other replacement costs at Lyndsey Roberts Photography discretion.

There will be NO COOKING, GRILLING, ETC. near chairs/linens due to smoke and fire damage possibility. Tiki Torches and sources of fire must be at least 15' away from chairs/linens. NO FIREWORKS OR SPARKLERS in the vicinity of the chairs/linens.

NO COLORED STREAMERS or TAPE on chairs/linens. Chairs/linens MUST BE KEPT DRY AND CLEAN if used, they must be kept dry, or STORED DRY AND CLEAN. Excessive exposure to ocean/salt water or sun is not permitted. Any and all lighting, cooking, and heating sources or decorations (e.g. colored paper streamers are not allowed) used in the vicinity of Lyndsey Roberts Photography's chairs/linens or equipment must be approved by Lyndsey Roberts Photography in advance. CLIENT agrees to reimburse Lyndsey Roberts Photography for any and all costs or damages resulting from lighting, cooking, or heating equipment or decorations except as authorized above. In the event of serious damage Lyndsey Roberts Photography reserves the right to repair or replace the damaged item or items in its discretion, at CLIENT'S sole expense. As part of this Agreement and in addition to the fees charge elsewhere in this Agreement, an additional damage/cleaning deposit may be due upon this Agreement, payable on or before thirty days in advance of the Event. Lyndsey Roberts Photography will return all or a portion of this deposit to the CLIENT promptly after Lyndsey Roberts Photography has had reasonable opportunity to inspect the equipment provided and deducted any sum for repair or replacement in this agreement.

Item Quantities: Item quantities must be confirmed 21 days prior to the event. An increase of item quantities less than 21 days prior to the event are subject to availability and are not guaranteed and must be paid in full before the event date. The Customer may drop the item quantity amount by no more than 10% within 21 days prior to the event date. A small fee will be charged equivalent to 10% of the rental cost of the dropped amount. This fee is to cover the costs that Lyndsey Roberts Photography must incur for reserving the items for this date.

Fees: The Customer understands that a breach of contract will result in collections of fees by Lyndsey Roberts Photography. The Customer will therefore be responsible for all fees associated with the collections process, including NSF check fees, attorney fees and litigations fees, in the event that the contract has been breached or damages, injuries occur. Customer understands that all fees and charges will not be reduced for items not used. There is a bounced check fee of \$200.00 and a late payment fee of \$100 and \$20 a month additional if past due. A *Credit Card Authorization* form must be signed as authorization for security deposit on the rented items and as guarantee of payment. This credit card will be charged for any security deposit against loss or damage of rental items and payment for charges related to rentals or purchases from Lyndsey Roberts Photography.

Rental Period: Rental periods will be stated in contract. The rental period begins on the date and time requested and ends as stated or delivered to Lyndsey Roberts Photography. Lyndsey Roberts Photography reserves the right to charge additional fees for items not returned as agreed upon or client request earlier pick up, deliver, or set up.

Chairs

Rental Only: All Chairs delivered are clean and ready to be set up. All Chairs must be returned clear of food matter, rinsed (hosed off is fine), dry, and on appropriate carts/trailer/vehicle in which they were delivered. Failure to do so will result in an additional \$100.00 surcharge. CLIENT agrees to pay replacement cost for any missing or damaged items. CLIENT is responsible for counting items upon delivery; otherwise amounts delivered will be considered correct. If items are found missing or damaged at pickup, a detailed invoice of the charges will be provided to you after the event.

With set up: All Chairs will be delivered, set up, handled, and cleaned depending upon the amount of service charge discussed and agreed upon at the signing of the contract.

LINENS

Rentals Only: CLIENT is responsible for table set up (putting tablecloths on tables, folding napkins) unless a service charge agreement has been made. Following the Event, and prior to agree upon time of pick up, CLIENT will shake food/debris from tablecloths and napkins and place them in provided bags or clean cardboard boxes. Linens should not be placed in plastic bags or containers of any kind. CLIENT will be responsible for damages beyond normal wear e.g. cigarette burns, sparkler burns, wine stains, linens used as cleaning cloths.

SITE PREPARATION

please be sure your site is ready, (i.e. lawns mowed, vehicles/obstacles out of the way) before the crew is scheduled to arrive. If the site is not ready or accessible when the crew arrives, or if equipment cannot be dropped directly on site (extra handling involved) the client may be charged an additional fee. Please make sure that tables and chairs are ready to be decorated. If we arrive and the tables and chairs are not ready, we may be able to set them up but you will be charged and additional fee of no less than \$1.50 per chair and \$5.00 per table. This may also limit our time allotted for set up and decoration. If items cannot be set up due to this reason or because we were unable to get into the location, we are not responsible for the items not being set up and done, and you are still responsible for the rental fee and possible overtime.

GLASSES, PLATES, Chargers, SILVERWARE Etc...

Rentals Only: CLIENT is responsible for table set up (usually don't by caterer) unless a service charge agreement has been made. Following the Event, and prior to agree upon time of pick up, CLIENT will clean food/debris from items and place them in provided containers or cardboard boxes. If you are unable to clean items at location there will be a 50-80 cleaning fee added and charged to your Credit Card on file. CLIENT will be responsible for damages beyond normal wear including breaks or missing items. Replacement cost is 4x the rental fee + possible shipping fees and min order requirements.

SETUP: If you hire Lyndsey Roberts Photography's team to set up their rental items, we will set them up as we see fit unless a specific request is written out on this contract. For example: If you want your chair ties done a specific way or a certain napkin fold. Please let us know and make sure the contract states this request or we will just do them as we see fit the style of the wedding. In the event it is impossible to hold the event, due to circumstances beyond the control of the parties, Lyndsey Roberts Photography reserves the right to charge or retain cost of un-returnable items, special orders, staff expense, or any other expenses purchased or prepared for the event. We cannot control weather including but not limited to wind, rain, and heat, cold, etc... If rented items are available for use even though they do not get used, you will still be charged the rental fee, no refund is warranted. We will try to accommodate the best we can but not all items may be used. We set up and Decorate items rented or purchased from Lyndsey Roberts Photography. If you have other items you want displayed make sure this is discussed prior to the event so that we can staff appropriately, or please have a friend or family member take care of your personal items.

BREAKDOWN: If you hire Lyndsey Roberts Photography's team to breakdown their rental items, we will break down and collect all items rented from Lyndsey Roberts Photography only. You are responsible for all personal items and items rented from other vendors. Items will be shaken off to remove debris and packaged to transport. All glassware must be returned cleaned or you will be responsible for a cleaning fee no less than \$50.

PICKUP & DELIVERY: If you hire Lyndsey Roberts Photography to deliver and or pick up their rented items, all items must be ready for pick up and packaged accordingly. If we have to package or break down items because they are not ready you will be charged a Breakdown fee no less than \$100. If you decide to pick up your rented items, they must be transported properly, tied down etc.. You are responsible for any missing or damages items. If you pick up your items, you must also return these items. If we are to pick up Large items for example folding chairs, you are still responsible for returning items you picked up to our office the next business day at 10am. If you are personally unable to return items the next business day please make arrangements to do so, or you will be charged the rental fee for each item times each day not returned.

CONSULTATIONS: Every client can have one consultation included. If you would like to physically see flowers, there will be a charge based on the cost of the flowers your request, all might not be available and colors may vary because of the nature of the item. Any additional in office consultation including additional demos cost \$50/hr with 1/hr min. Any additional on location consultations cost \$75/hr with 1/hr min and possible travel fees depending on location. These will be added to your bill and must be paid for two weeks prior to event. Wedding Coordinator for Rehearsal, we will go and help organize your rehearsal, timing, spacing, and location for a \$200 fee based on availability and location. Day of coordination is on an availability basis and could be any staff on the day of. Cost is \$500 for coordination of ceremony, or \$800 for entire day.

FLOWERS: The price of flowers can vary extremely with season and at peak times such as Valentine's Day and Mothers Day. The price also depends on flowers choice, your style, and the number of arrangements and attendants as well the specific date of the wedding. Quotes can go up is there is a huge change in prices due to availability or natural disaster. We cannot guarantee size or color of items due to the nature of the items. Our items are cared for as if they were for our wedding and we handle them with the utmost care. We cannot control what happened if they are not handled correctly after they are delivered to you.

Attorney fees. In the event Lyndsey Roberts Photography retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client, but not limited to the families of said client, agrees to pay a reasonable attorney fee of not less than \$500.00 or 50% of the sum sued for, whichever is greater, plus the costs of any legal action. In the event that, but not limited to, a guest, friend, family member, event location, employee of vendors, etc. is injured, damaged, or fees occurred from city, county, state, (ex. Beach permit fee) the client understands that they are fully responsible and 100% liable for any and all fees, settlements, damages incurred.

Rate Periods Partial Day Rate: Rate is an overnight rate from 3:00PM to 8:00AM weekday evening. The latest time to take down chairs, chair cover, linens, would be 12am. If the rental items are not ready to be taken down by 12am, there will be an overtime fee of \$25 per person, per hour wait time. Client must make sure of setup time allowed by the banquet manager, if we arrive on the said time and the room/location is not ready to start the set up, there will be an additional fee incurred of \$25 per person per hour of wait time. Rental rate is based on a one-day, single-use rental, unless otherwise noted.

Day Rate: A day is equal to 24 hours. Equipment must be returned within 24 hours of pickup time.

Week: A week is equal to 7 actual days.

Month: A month is equal to 4 weeks, or 28 days.

A cleaning fee is charged if the item(s) are not returned cleaned. All prices contained herein are subject to change at any time.

Placing Orders: To place an order, full payments must be received. A deposit will reserve items for the date specified within the order but the items will not be rendered until full payment is received by 21 days prior to the event date. By making a payment, the customer agrees to the terms within this contract.

All special requests must be made prior to signing contract. If the venue location does not provide free parking, parking passes for two entries, delivery and pick up to the venue will be provided by the client or \$40 parking fees will be applied. All items are subject to availability and are subject to substitution within 3 days advance notice from Lyndsey Roberts Photography. Clients agree that the rental item will only be used at the event agreed upon the event information section. Subleasing or improper use is prohibited.

I have read and understood the terms above. I hereby agree to the terms of this agreement.

Signed _____ (Client) Date _____ Location _____
(Client responsible for payment)

Signed _____ (Client) Date _____ Location _____

Make all checks payable to Lyndsey Roberts Photography

THANK YOU FOR YOUR BUSINESS



Event Planning and Décor Rental
Credit Card Authorization

Date: _____

Event Date: _____

I agree to return all items rented in the condition they are received with no alterations done on the rental items. Any alterations performed will be assumed as the purchase of said items, and you will be charged full market value. _____ initial

This form acts as authorization for both the security deposit on the rented items/equipment and as guarantee of payment. Lyndsey Roberts Photography requires that this form be completed and returned with contract requirements before the rental can be completed.

I, _____, hereby agree to, and authorize the use of my credit card as a security deposit against loss or damage of items/equipment and payment for charges relating to rentals and/or purchases from Lyndsey Roberts Photography. I understand that if any items/equipment rented is returned damaged or not returned for any reason by Lessee/Client, Lyndsey Roberts Photography, will prepare and submit charges to my credit card to cover a accrued rental to the date the equipment/item is replaced: plus replacement costs of the equipment/items as stated on the rental agreement. I understand and agree to these terms as set forth in this document. I agree that the signature below is the same on the credit card with the below stated number. I authorize Lyndsey Roberts Photography to charge my credit card accordingly.

I, _____, (name) agree and authorize to charge the remaining balance in relate to the rental such as late fees, damage items, unreturned items or any other balances unpaid according to the terms and conditions of the rental, and applicable service charge of (3% fee) to my credit card below. _____(initial)

Credit Card Number _____ - _____ - _____ - _____ () Visa () MasterCard
CID/CVW: _____ (3 digits at the back of the card) Exp Date: ____/_____*
(To keep cost low for our customers, a 3% service charge applies to all credit card payments)

Credit Card Holder Name: _____

Credit Card Holder Signature: _____

Print Name: _____

Full Name, Address and phone number where credit card statement is mailed:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Please send this form back with rental contract to

LYNDSEY ROBERTS PHOTOGRAPHY

661 Beville Rd Ste 121. South Daytona, FL 32119 www.LyndseyRoberts.com Yourenvision@yahoo.com 386-299-1250

* Note: Credit Card information provided above has to be current (expiration date has to be at least 1 month after event date).