

CHARM CITY CHUPPAHS & WEDDING CANOPIES

410-549-5490 FAX 410-549-6467

1341 W. LIBERTY RD., SYKESVILLE, MD 21784

RENTAL AGREEMENT

Rental Approved ☐

Date

By

Rental Party Information

Name	
Wedding Name	
Address	
City	
State/Zip	
Home Phone	
Fax	
Alternate Phone	
eMail	

Event Information

Event Date	
Event Location/Address	
City, State	
Venue Contact	
Contact Phone	
Event Start Time	
Take Down Time & Day	
Canopy Style	

Additional Info	
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Set Up Information

Florist Name _____ Florist Phone _____

Florist Contact _____

Schedule of Fees:

Canopy Rental: \$650.00 • Includes Canopy and frame, small round table and matching tablecloth for 2.5 hours after setup. Extra time charged at \$50 /hr or fraction thereof. Frame dimensions are approximately 8' x 7.5', height is adjustable up to 8' 2".

Set Up/Take Down: Fee depends upon location; arrival approximately 2 hours before stated event time

Runner: \$60.00. **Wedding Glass Keepsake Bag:** \$25

Outdoor Setup: \$150.00. Not refundable. We cannot move the canopy once erected.

Parking: Parking Fee for two vehicles for 4 hours

Payment

Rental Fee	\$650.00
Set-up/Take down (See Zone Fee Chart)	
Extra Time	
Runner	
Glass Bag	
Parking (See Parking Policy)	
Outdoor Setup Fee	
Total	
Deposit	
Balance Due	

PAYMENT OPTIONS: (Payment Must Accompany This Application)

Credit Card Payment to Milestone Media Group • 1341 W. Liberty Rd • Sykesville, MD 21784

Total \$ _____ ☐ Visa ☐ Mastercard ☐ Discover ☐ Amex

Card # _____ Name on Card _____ Exp. Date _____

Card Address (if different from above) _____

Rental Party Signature _____ Date _____

I hereby agree to all terms and conditions stated below and assume financial responsibility for this rental agreement.

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Terms and Conditions

1. A non-refundable deposit of \$100.00 is due with this contract, to reserve the date. Payment by Visa, Master Card or check is accepted.
2. Balance of charges is due 14 days BEFORE EVENT DATE, no exceptions. Cancellation after final payment results in forfeiture of all monies paid. Failure to use canopy or any accessories on the day of the event is at the risk of the Rental Party. Arrival of Charm City Chuppahs setup crew at the event results in the rental fee being fully earned.
3. A Credit Card MUST be used to secure rental at time of final balance payment. Rental party is responsible for all damage or loss to chuppah, frame, accessories and all other property, which must be returned in the same condition as delivered. Missing or damaged rental items will be billed to credit card on file at replacement cost. This agreement constitutes a lease only for use of property, with no other conditions of use offered or implied.
4. Rental includes canopy and frame, small round table and matching tablecloth for 2.5 hours after setup, unless otherwise noted. Additional rental time billed at \$50.00/hour. Frame dimensions are approximately 8' x 7.5', height is adjustable up to 8' 2".
5. Set up/take down and delivery charges are in addition to rental fee and vary according to date, location and time availability.
6. **Parking Policy:** Parking for up to two vehicles shall be provided by the Rental Party. You may also pay for parking fees in advance. Parking fees actually incurred on the day of the event, if any, will be billed to the credit card provided.
7. **Notice for Outdoor Setup:** All risks for outdoor setup shall be the responsibility of the Rental Party. An additional \$150 fee applies to all outdoor setups. Decisions regarding setup outdoors during periods of questionable weather shall be made no later than two hours prior to the stated event time. Leave additional time if flowers or other decor rely on the chuppah setup being completed. Once constructed, an additional setup fee will be charged to take down and set up in a alternative location, such as indoors, if time allows.
8. Charm City Chuppahs makes no warranty of fitness other than as use of chuppah as a decorative backdrop. No additional attachments shall be allowed without permission. Rental party hereby indemnifies Charm City Chuppahs of all claims resulting from misuse, abuse, tampering or external conditions out of its control. In any case, Charm City Chuppahs' liability for any damages whatsoever is limited to the full amount of this rental agreement.

I Understand and Accept the above Terms and Conditions

Rental Party Signature _____ Date _____