

GENERAL RENTAL SALES & SERVICE _____

Delivery, Set-Up and Pick-Up Guidelines and Waivers for Party Department Items

Please read each guideline and waiver thoroughly. Initial each one to indicate that you have read and understand the guidelines and waivers. Please return this form to our office prior to delivery of rented items.

_____ Delivery and Pick-up can occur on the scheduled day as early as 7:00 am. If having a tent erected, please have the area prepared prior to this time.

_____ Delivery of party items, with the exception of tents, is considered "curbside". This means within 25 feet of where the truck can be parked. Any variation to this may incur an additional fee.

_____ At the time of pick-up, items must be in the same location as delivery. Also, if items, such as tables & chairs, were left folded and stacked, they must be put back that way for pick-up. Any variation to this may incur an additional fee.

_____ Delivery of all party items will be made in a large box truck. If your driveway can not accommodate this size vehicle with out incurring damage to your property, our event manager must know this prior to delivery. If notification has not been made prior to delivery, General Rental waives all responsibility for damage occurring to your property in the regular, normal course of delivery.

_____ When instruction has been given by you to either our event manager or the driver of our delivery vehicle to drive onto any area of your property other than the driveway, General Rental waives all responsibility for damage occurring to your property in the regular, normal course of delivery, set-up and pick-up of rented items.

_____ It is the customer's responsibility to notify General Rental staff of any non-visible or hard to see obstructions, such as but not limited to: underground pipes, cable lines, flagstone, stepping stones. General Rental waives responsibility for damage caused to these items or damage caused to other property by hitting these items when notification has not been given prior to work starting.

_____ Tent rental prices include set-up of tent in an area that has easy access to our delivery trucks. Any exceptions to this must be made prior to delivery. Tent set-ups that require carrying rented equipment more than 25 feet, carrying through unreasonable pathways or that has been changed from prior agreement may incur an additional fee.

_____ Once tents have been set in place, in an area approved by customer, it can not be moved by the customer under any circumstances. If time and ability allow, General Rental staff will move the tent for an additional fee. If the customer moves the tent themselves, they are solely responsible for damage incurred to our equipment. Any equipment protection coverage is completely negated.

_____ It is highly recommended that tents be erected on grassy surfaces. Tents that are set-up on patios, decks or driveways incur a whole set of obstacles and circumstances not faced with set-ups on grass. When you have instructed our staff to set-up a tent in these areas, we waive any responsibility of damage incurred to property or landscape during the normal course of set-up of the tent. This includes, but is not limited to, light fixtures, windows, deck wood, flower beds, etc. This also includes damage incurred from tent "feet" or cement block anchors on hard surfaces. Please be assured that General Rental staff will take *every* precaution to protect you property and landscape.

_____ It is the customer's responsibility to clear the area the tent is being erected on of any obstacles, debris, furnishings, etc. If the tent is being erected on grass, the grass must be cut to a short height prior to our arrival. Any delay in setting up the tent due to the customer needing to clear the area or cut the grass, may incur an additional fee.

_____ If General Rental staff needs to clear an area of obstacles at the time of "take-down" or if tables & chairs have not been refolded and stacked where they were left, an additional fee may occur.

I have read these guidelines and waivers, which have been initialed above, and agree to have General Rental staff complete the delivery, set-up and pick-up of rented items, per our contract reservation.

Signature_____

Print Name_____

Date_____

_____ P.O. BOX 810, AVONDALE, PA 19311 610-268-2825 * 610-268-8505 (fax)

