

BLUEGRASS EVENTS AGREEMENT POLICY

- **RATES** - All rentals are priced for one-day events, customer pick-ups are allowed a 48-hour period only. Pricing for longer events will be priced by product times days needed. Extended periods due to early delivery or late pickups by Bluegrass Events will not be charged to the customer.
- **PAYMENT / DEPOSITS** – At the time of reservation a deposit equal to half the order is required to secure date and order. Balance of the reservation is due two weeks prior to delivery and/or pick up date. Final number should be given at this time. If number is decreased or increase amount will be charged accordingly. The order will be put on pending status until payment amount is charged in full then order will have completed status on our delivery schedule.

*******DEPOSITS ARE NON-REFUNDABLE*******

- **CANCELLATION CHARGE** –Reductions made to orders within 14 days of delivery will not be refunded. Open accounts will be billed for orders cancelled within 14 days.
- **CUSTOMERS' RESPONSIBILITY** – It is the customers' responsibility to review the order (including changes made prior to delivery). It is also the customers' responsibility to verify quantities once delivered. Items loaded and delivered are not refundable. Corrections to quantity or quality issues are at the discretion of BLUEGRASS EVENTS, either by replacement or refund. Problems must be reported prior to the event, even if that is after hours. Items reported after the event will not be subject to correction. Responsibility remains with the renter from the time of drop-off to the time of pick-up. Event halls and caterers are the customers' agents; rented items remain your responsibility. Permits may be required by the local government; it is the customers' responsibility to obtain and pay for the cost to obtain the permits necessary. Any

damaged or lost item(s) will result in a separate invoice at the end of event and pick up, this invoice will explain the recovery value of the items that need to be replaced.

- **. DELIVERY CHARGE** - A delivery charge will be added to all delivered orders. The charge is based on the delivery zip code. Delivery is available for orders totaling a minimum of \$100.00 of rented items. Minimum delivery amount must be met before tax applied. Delivery fee is \$35.00 inside Scott County and \$0.89 every additional mile outside of county line.
- **DELIVERY SCHEDULE**– Bluegrass Events staff will deliver weekend orders starting Friday the week of your event; orders are delivered based on time of event and delivery area. These deliveries are made during normal business hours. You will be given an AM or PM delivery. Specific delivery/pick-up times, or those outside of business hours will require a premium delivery charge.
- **PICK-UP** – Orders are picked up as soon as possible after your event during business hours. Sunday pick up times are negotiable per venue allowance. If specific pick up time is needed it must be set up in advance. If breakdown is not contracted in advance, all chairs, tables, and other rented items need to be stacked in an accessible area as they were dropped off. We will not pick-up orders with items not stacked and ready. Having to come back to a job site could result in additional delivery or rental charges
- **. LOCATION** – All delivers with Bluegrass Events will be tailgate. Items will be placed in a convenient area. Any extreme distance of walking, up or down stairs will be billed as a labor charge. Items will be place in a neat stack at venue location.
- **CUSTOMER PROPERTY** – Insurance regulations do not allow our drivers to move customer property in order to, tables and chairs, or other rental items.

**ALL DAMAGED OR LATE CHARGE (WHETHER PICK UP OR DELIVERY) INVOICES MUST BE PAID IN FULL
BY RENTER OR CONTRACT SIGNER. FAILURE TO PAY INVOICES IN FULL WILL RESULT IN LEGAL
ACTION!!!**

I **AGREE** to all the terms in the Bluegrass Events Agreement Policy above.

PRINT NAME: _____

SIGNATURE: _____