



Parties Too

Our mission is to help you Solve Problems, Accomplish Goals and Fulfill Dreams by providing the best equipment and service while reflecting the values taught by Christ.

In order for us to do this for you we have established procedures and policies that will help us accomplish your goals and fulfill your dreams.

- **RESERVING EQUIPMENT:**

While our inventory is extensive it is strongly recommended that you reserve your items as soon as possible. Be advised that Quotes and Inquiries are for informational purposes only and do not guarantee the availability of rental equipment. Equipment will be reserved only upon receipt of a signed rental contract and a 25% NON-REFUNDABLE deposit (cash, check, or credit card). Once your deposit and the signed documentation have been received you are assured that your items will be ready and available for your event.

- **DEPOSITS:**

Deposits are not applied to the rental due; they are refunded after all items are returned and checked for shortages, damage and breakage. The deposit will be refunded once all items are returned and any discrepancies including late return fees have been deducted. You can help assure that your full deposit is refunded by returning the items, clean, undamaged, on time and with no shortages. Deposits are non-refundable in cases of cancellation.

- **FINAL PAYMENT:**

A Boone Rentals, Inc. representative will contact you 2 weeks prior to your event to confirm the final count of the order, to arrange delivery details and instructions, and to receive full payment. Final payment receipt is necessary to confirm your order and arrange delivery and pick up. No orders will be scheduled for delivery or in store pickup until full payment is received.

- **COMPLETE ORDERS / CHANGES:**

Orders are considered complete at the time of confirmation (2 weeks prior). Minor changes to confirmed orders will be accommodated to the extent possible. Please understand that we may not be able to accommodate all your last minute changes and there may be additional charges for these changes. Once your order is staged for delivery / pickup changes will not be possible.

- **DELIVERY AND PICKUP SERVICE:**

Delivery/pickup service is available on all orders regardless of size. All fees are based on tailgate delivery and charged by location and order size. Additional delivery charges will occur for 2nd floor or difficult delivery locations, excessive carry distances, specific delivery and pickup times, and after-hour delivery and pickup times. Delivery fees quoted may change after site inspection. All items are to be delivered and picked up at a designated location. The Client should be available to count all items upon delivery and pickup. Otherwise, the counts will be considered accurate.

Orders are typically delivered 1-3 days in advance of your event, while pickups occur 1-2 days following your event. You may request morning (noon or earlier) or afternoon (after noon) delivery or pickup

service, but these time frames are strictly preferences and are not guaranteed. If special/extreme circumstances require delivery or pickup at a specific time or within a 2 hour time frame, this must be coordinated well in advance and additional fees will be applied. Please understand that we may be making regular deliveries and pickups well past 5pm due to workload necessities. We make deliveries until our work is complete regardless of the time.

Responsibility for equipment remains with the Client from the time of delivery to the time of pickup. Please be sure all equipment is secured when not in use and protected from the weather.

- **CANCELLATION:**

Orders cancelled after the receipt of a deposit will forfeit the deposit. Orders cancelled after they have been confirmed (within the 2 week period) will be subject to an additional 25% cancellation fee (total 50%). Orders cancelled after the trucks have been loaded will not be eligible for any refund. Special Order items that are cancelled any time after the confirmation will not be eligible for any amount of refund due to extra costs and handling.

- **AFTER HOURS / EMERGENCY SERVICE:**

We will provide an afterhour's emergency contact number to you at the time of confirmation in order to handle any issues that may arise outside our normal business hours. Additional charges may apply for this service.

- **SITE PREPERATION:**

Please be sure that your site is ready (i.e. lawns mowed, vehicles out of the way, underground utilities marked, etc.) before our crew arrives. It is strongly suggested that all mowing be completed 48 hours prior to tent delivery as the freshly mowed grass can stain canopy tops. The client is responsible for informing Boone Rentals, Inc. of the existence of any underground utilities (i.e. phone, gas lines, septic, irrigation, etc.) or conditions that may interfere with the ability to stake and/or anchor equipment. All underground utilities must be clearly marked before installation. Client assumes all responsibility for any damage to underground equipment in absence of such notice. Please call 811 well in advance to the event to locate underground utilities.

- **WEATHER:**

Client understands that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain. However there may be situations, particularly those involving strong winds and lightning, in which the tents will not provide protection and may even be damaged or blown over. Evacuation of tents is recommended when severe weather threatens the area where the tent is erected. People must evacuate (and not seek shelter in) tents during such conditions. Because it may be difficult to determine if the weather is severe enough to necessitate evacuation, it is best to err on the side of caution. In other words, if in doubt, evacuate. Client understands that it is Client's responsibility to be aware of changing weather conditions and to exercise its best judgment with regard to the evacuation of tents. The client is responsible for developing an Emergency Evacuation Plan and communicating and executing it as necessary. See Evacuation Plan assistance on this website.

Client agrees that in the event of a predicted or actual storm or excessive winds, Boone Rentals, Inc. may dismantle any equipment that has been previously installed to ensure safety of all involved. Inclement weather may delay or prevent Boone Rentals, Inc. from installing equipment at an event.

- **CLEANUP/PREPERATION FOR PICKUP OR RETURN:**

All floral arrangements, trash, and decorations of any kind should be removed from tent before scheduled pickup time. All chairs and tables should be broken down and stacked as delivered.

All equipment should be returned to proper rack or container and assembled at a single location for pickup. All food service equipment and dishes must be well rinsed and food and particle free. A cleaning fee will be

charged for items that are returned in poor condition. Grills must also be returned clean.

Linens should be shaken out, food and particle free, and put into the laundry bags provided. Linens that are returned with burns, holes, tears, or permanent stains will be billed at replacement cost. Cleaning and/or possible replacement charges will be applied to linens returned with wax or mildew stains.

A \$25.00 cleaning fee will be charged for each piece of candelabra returned with excessive wax. Please note that the racks, containers, and bags that we deliver with the equipment are also considered Boone Rentals, Inc. rental equipment. Replacement charges will be enforced if these items are not returned.

- **ADDITIONAL CHARGES:**

Building and fire permits may be required by the municipality or state. For certain installations Boone Rentals, Inc. will file for all permits and provide necessary equipment (fire extinguishers, exit signs). There will be additional fees for these services.

Additional charges may apply if:

- (A) Changes are made to the order after 1:00 PM the day prior to the delivery or store pickup.
- (B) The site is not ready or accessible when the crew arrives.
- (C) The tent and rented equipment is not ready for prearranged pickup.
- (D) Delivery or pickup is to or from any location other than ground level (upstairs or downstairs)
- (E) All chairs and tables are not stacked and bagged as delivered for pickup.
- (F) Food service items are not rinsed and food and particle free.
- (G) Additional food service equipment (stoves, grills, ovens, etc.) is left dirty.
- (H) Client requires deliveries or pickups before or after normal business hours.
- (I) Site requires custom tent installations (i.e. decks, immovable obstructions, complex installations, etc.)

- **INDEMNIFICATION AND DEFENSE:**

Client agrees that if any legal proceedings are brought against Boone Rentals, Inc. to recover compensation for injuries to individuals or damages to personal property occurring in connection with the event, Client will provide a defense for Boone Rentals, Inc. and any of its employees named in such proceedings and will indemnify Boone Rentals, Inc. and its employees for any judgment rendered against them.

- **DISCLAIMER OF WARRANTIES:**

RENTER MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, AS TO THE EQUIPMENT'S MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Renter's sole remedy for any failure of or defect in the equipment shall be the termination of the rental charges at the time of failure, provided the rental equipment is returned to the Renter within 24 hours after such failure. Renter shall not be responsible for any loss, damage, or injury to Client or Client's property, including incidental, special or consequential damages, in any way connected with the operation, use, defect in or failure of the equipment. Be sure all equipment is returned according to these TERMS AND CONDITIONS. The Client is solely responsible for any additional charges incurred as a result of failure to meet these conditions. All collection fees, attorney fees, court costs, or any expense involved in the collection of rental charges will be Client's responsibility

Requests for Charitable Donations:

Boone Rentals, Inc., believes in community involvement and giving back through our local charitable discount program. For consideration please follow the steps below.

1) If you are a 501(c) (3) Non-Profit:

If you are a nonprofit 501(c) (3) and would like to be considered please submit the following to boone@boonerentalsinc.com:

- »Please outline a brief description of the event or cause the items will be utilized for and a list of the specific event items needed.
- »An IRS copy of your organizations nonprofit 501(c) (3) status.
- »A list of your board of directors and company officers including names, titles, and affiliations
- »A list of companies or individuals involved with this event or cause.
- »If you received a proposal from Boone Rentals, Inc. please include as an attachment

*** If you are a nonprofit organization, please review the NC Department of Revenue's, "Sales and Use Tax Bulletin" on our website regarding the payment of sales tax on the full rental price.

2) If you are an organization other than a 501 (c) (3) Non-Profit:

If you are an organization other than a nonprofit 501(c) (3) and would like to be considered please submit the following to boone@boonerentalsinc.com:

- Please outline a brief description of the event or cause the items will be utilized for and a list of the specific event items needed.
- A list of companies or individuals involved with this event or cause.

If you are unable to submit the requested documents via email you have two other options:

- 1) Mail or drop off a hard copy to the attention of the charitable committee at our corporate offices at P.O. Box 1816 Boone, NC 28607.
- 2) Fax the information to [888-871-0428](tel:888-871-0428) to the attention of the charitable committee.
- 3) If you received a proposal from Boone Rentals, Inc. please include as an attachment.

The committee will review your submitted documents and make a recommendation.

North Carolina Department of Revenue

Sales and Use Tax Technical Bulletins - Effective 2/01/07

Section 17 C

1 Purchases of taxable tangible personal property by hospitals not operated for profit, educational institutions not operated for profit, churches, orphanages, and other charitable or religious institutions or organizations not operated for profit and qualified retirement facilities whose property is excluded from property tax under G.S.

105-278.6A are subjected to sales or use tax when such property is purchased for use or consumption. Sales of building materials, supplies, fixtures, and equipment to contractors for use in performance of contracts with any nonprofit entity named in this bulletin are also subject to sales or use tax.

2 Purchases of tangible personal property by nonprofit entities such as chambers of commerce, civic clubs, fraternities, sororities, or other fraternal, civic, or patriotic organizations for use or consumption are subject to sales or use tax and such organizations are not entitled to any refund.

3 When any nonprofit entity named in G.S. 105-164. 14(b) makes taxable purchase of tangible personal property from a North Carolina supplier or a registered out-of-state supplier who charges the North Carolina and any applicable local sales or use tax there on, such nonprofit entity must remit the tax on such purchases to the supplier.