



RENTAL CONTRACT

1. All prop rentals are for a one month period. Add 25% of total fee for each additional week.
2. A minimum rental fee for small handheld props is \$50.00. A minimum rental fee for ALL OTHER props is \$100.
3. Delivery and pick up fee is \$1.75 per mile one way.
4. Delivery service must be requested at least two weeks in advance.
5. Payment or purchase order is due one week prior to delivery or pick up date.
6. A security deposit, written as a separate check for 25% of the total order must be returned with this signed contract before the order is reserved.
7. A credit card or purchase order must be on file before the order is reserved.
8. Security deposit will be used in the event of damaged or improperly cared for props.
9. Failure to cancel a reservation two weeks prior to pick-up date will result in loss of security deposit.
10. Failure to return the order by 11 P.M. on specified return date will result in the loss of security deposit. This will be in addition to the rental fee charged for additional time.
11. Security deposit will be returned within 1 month of prop return.
12. Renter agrees to accept props on an "as is" basis with the understanding that the used props may have imperfections.
13. With permission, renter may make artistic changes to props.
14. Renter agrees to return all props in the condition in which they were received.
15. A replacement fee equivalent to the cost and construction of the prop will be charged for destroyed or damaged props.
16. If applicable, renter pays all shipping and handling costs.
17. Renter or buyer accepts these conditions for all future rentals or purchases.
18. All invoices are due and payable at 1943 Balsam Gap, Tyler, TX 75703.
19. If payments are not received within a 30 day period, a 1.5% interest fee of the outstanding balance will be charged to the customer .

School/Group Name: _____ Contact Name: _____

List props rented: _____

Invoice/Order #: _____ Receive date: _____ Return date: _____

Rental fee: _____ Additional fees: _____

Delivery fee: _____ Pick up fee: _____ **TOTAL COST:** _____

P.O. #/Check #: _____ Credit card & #: _____ Exp. date: _____

Name & billing address for cc: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email address: _____

Signature: _____ Date: _____