

Union Table Rental Agreement

Reservations

Rental reservations can be made by phone or by emailing a request to info@uniontable.ca. All dish and linen rentals are available on our website at uniontable.ca. To confirm your reservation we will require your contact information as well as a valid credit card number on file.

We encourage you to reserve your rental selections as far in advance as possible to ensure quantities and selections are available. Final numbers of rentals to be confirmed one week before the rental date. A 50% deposit is required one week prior to rental upon confirmation of rental quantities, the deposit will be applied to your final balance. Your order will not be considered 'reserved' until a deposit and signed contract are received. Cancellation within the week of rental will result in the loss of your deposit. All rentals are charged on a time out basis not a time used, therefore all dishes and linens rented will be charged regardless of use.

Delivery and Pick-up

Delivery is charged at a flat rate within the city limits. Outside of the city of Winnipeg rentals will be charged at a per km basis. Delivery is included on first floor delivery and additional charges may apply to multi storey deliveries. Delivery and pick will be determined with the client upon confirmation of order. Please give 24 hrs notice if times of delivery or pick up need to be changed. Please have all dishes packaged before scheduled pick up with packaging provided.

Cleaning

You will receive all rental dishes clean and ready to use.

All glassware, cutlery and dishes need not to be washed after use; only scraped, emptied and returned in the original containers.

Linens should be refuse free and to prevent staining and mildew (do not place linens in plastic bags instead use a cloth laundry bag provided). Customers are responsible for mildew damage, damage due to burns, stains that cannot be removed and or damage due to misuse of linens.

Loss or Damage

The customer is responsible for all items from the time of receipt to the time of pick up. We do charge for damaged, broken or missing items at retail replacement value. Glassware or dishes will be considered broken if returned chipped. If any items are chipped or broken or missing from your order when unpacked upon delivery please contact us ASAP and you will not be charged for the item.

Payment

Payment can be made in any of the following ways: credit card, debit, cash or e transfer to info@uniontable.ca. We take payment over the phone, in person or by email. Final balance of your rentals must be paid prior to items being picked up or at the time of pick up.

Date: _____

Name: _____

Signature: _____