

***** RENTAL POLICIES *****

Payment Responsibility:

- * The person who places the order is responsible to pay Primetime Tents & Events **in full TWO weeks prior to the rental date.**
- * If this cannot be done, we either need to see a purchase order or you must sign a contract of payment.
- * If you are working or ordering on behalf of another party, it is your responsibility to get reimbursement from that party.

Dishes/Glassware:

All dishes and glassware must be cleaned (free of all food residue) before they are returned to Primetime Tents & Events. You will be charged a cleaning fee for returning unclean dishes and/or glassware.

Damage Waiver:

A 10% non-taxable damage waiver is required and will be added on the total bill unless a Certificate of Insurance is provided to Primetime Tents & Events at the time of reservation.

Deposit:

A deposit of 25% is required to reserve all rentals.

***** REFUND POLICY *****

If you cancel:	We keep:
2 Weeks before the day of your rental	25% of your total
1 Week before the day of your rental	35% of your total
3 Days before the day of your rental	50% of your total
The day of your rental	100% - NO REFUND

***** DELIVERY AND SETUP POLICIES *****

- * Free delivery with a minimum order of \$600.00 on the Maryland Eastern Shore.
- * Free delivery within a 15-mile radius of our office with a \$150.00 order.
- * All other orders shall be assessed with a cost of 50 cents per mile for delivery **and** pickup.
- * Setup is included in the prices of all tents.
- * Setup for chairs is \$1.00 per chair.

***** BROKEN OR MISSING MERCHANDISE *****

Broken Glassware and/or Dishes:

These items must be returned to Primetime Tents & Events – they will be treated as “missing items” if not returned.

Missing Items:

You will be responsible for the full replacement cost of all items missing.

***** NOTICE *****

- * All prices are subject to change.
- * Maryland sales tax is not included on the price sheet.
- * The 10% Damage Waiver is not included with prices on the price sheet.