

## Kutch's Party Rental

517.784.4961 Phone

517.784.9084 Fax

This is an **extension** of the contract policies. This must be read and signed.

A copy is kept by the customer and one on file at Kutch's Rental.

A faxed copy is permitted.

## Delivery and Set-Up Policies

Because of the excessive amount of deliveries requested we do not determine the date and time until the week of your event. This means at the time you book your event we CAN NOT GIVE YOU A TIME OR DATE FOR THE DELIVERY. Also, the time given may be subject to change because of weather, cancellations or some other unforeseen matters.

## Delivery Procedures

We will call you the week of the event, usually the **DAY BEFORE DELIVERY** to confirm your order and give you an ESTIMATED time (3 to 6 hour time frame). You will need to do one (1) of the three (3) options below:

1. Have you or someone there to accept the delivery. (Relative, neighbor, etc.)
2. Give us specific instructions as to where to drop off and/or setup your order. (Map or grid of the area will be appreciated.)
3. Put stakes, cones, and chairs in the yard to mark the exact spot.

***WE WILL NOT MOVE A CANOPIE FOR A MISMARKED AREA. THAT IS YOUR RESPONSIBILITY.***

We do our deliveries by region. Generally, we start with the out of town areas first and work our way into town. If you live in an area we are delivering, you will **have** to take delivery on that day.

***Delivery and setups may be as early as Tuesday during the busiest parts of the season, even if your event is not until Sunday (Tear downs may be as early as the morning after your event.)*** In case of a problem, such as a fallen canopie, we will come out and correct the problem. We also do not like to deliver the day of the event. This will allow you plenty of time to prepare properly for your event.

**Special arrangements** need to be made at the time of booking for an event being held in a park or time restricted area. This includes any event after normal work hours or pickups after 5 pm. Special rates apply.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Event Date \_\_\_\_\_