



RENTAL TERMS & CONDITIONS

1. All contracts of rental shall be deemed to incorporate these terms and conditions. No variation or addition to these conditions is effective unless it is agreed, in writing, by a Director of the Company.
2. A non-refundable deposit of 80% of the order is due to confirm your order. We will hold items for 24 hours only, unless the deposit payment is made. Payment may be paid by cash, cheque or credit card, (MasterCard, Visa or AMEX - please note there is 3% surcharge on AMEX payments).
3. We require a credit card to reserve the furniture and decor items (hereinafter referred to as "rented articles") requested. Should the furniture be damaged while in your possession, repairs will be charged to this card. The renter agrees to have all additional costs charged to the credit card provided or to make arrangements to pay by cheque on or before the first day of the rental period. If payment by cheque is not received by the first day of the rental period, it will be assumed that the balance is to be charged to the credit card.
4. Interest will be charged at the rate of 1.5% per month (18% per annum) on all overdue accounts, calculated as of the day of installation.
5. The liabilities of the renter commence at the time the rented articles are delivered to the site of the event or exhibition for which they are rented, or are collected from our premises, and continue until they are collected from the site by the Company or returned to our premises. During this time, the renter will:
 - i) Keep, at the renter's own expense, the said rented articles in good and substantial repair and condition, and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay the Company the full replacement value of the rented articles plus the original rental charge. In the event of any article being damaged and requiring repair, the renter will pay the full cost of such repair.
 - ii) Keep the rented articles fully insured to their full replacement value against all risks. Renter's are reminded that the period of the insurance shall include at least two days prior to the opening of the event or exhibition for which they are rented and at least two days after its conclusion. Please Note: The replacement value of the goods will be supplied upon request.
 - iii) Please follow these guidelines to help avoid any additional costs:
 - a) Furniture must sit on hard, level surfaces
 - b) Do not affix anything to any furniture without prior written consent
 - c) No heat can be applied to any furniture;
 - d) All candles must be in containers to avoid wax drippings;
 - e) Do not stand or allow guests to stand on furniture;
 - f) Furniture not specifically identified as outdoor furniture cannot get wet or sit uncovered outside;
6. It is the duty of the renter to provide a duly authorized representative to accept the furnishings and to give a written receipt. If the renter fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
7. Renters are reminded that all articles should be emptied of personal belongings, at the conclusion of the event or exhibition as no responsibility can be accepted for their safe custody.
8. Last Minute Orders: A 25% surcharge on the entire order, including delivery charges, will be applied to all orders confirmed less than 72 hours from the scheduled time of delivery.
9. At the discretion of the Company, a charge of not less than 25% of the quoted rental charge may be made in respect of cancelled orders. If such cancellation is made after the goods have been delivered to the site, the Company reserves the right to invoice the full rental charge.
10. Orders received and executed at an event or exhibition may be subject to an extra handling charge.
11. No liability shall attach to the Company for:



- i) Any delay or failure to deliver due to circumstances which are outside its control.
- ii) Loss or damage howsoever caused to customer's own goods.
- iii) Any dilapidation charges for fixing of floor coverings to exhibition hall or venue floors.
- iv) Any damage or injury caused by the misuse of the Company's property.

12. The Company expressly reserves the right at its absolute discretion to suspend or cancel any services (whether in whole or in part) under its contract with the renter in any case where the renter is in breach of that contract or in breach of any credit arrangements, whether the same be under that contract or any other contract or arrangement between the renter and the Company.

13. The Company reserves the right to make substitutes, with notice, for furniture that may be unavailable.

14. Any claim from (b) shall be limited to the amount of any loss or diminution in value of the goods, and not in respect of any consequential costs incurred.

15. Complaints should be submitted in writing during the open period of the event or exhibition. This will ensure that they are fully investigated on site.

16. By signing below, the client agrees to have all additional costs charged to the credit card provided or to make arrangements to pay by cheque within 7 days of the return of goods. If payment by cheque is not received within 7 days of installation, any amount owing on the rental and/or the costs of replacement and repairs will be charged to the card provided.

There is a 1.5% per month late fee charged to all overdue accounts, calculated as of the day of installation.

Please indicate your agreement to and understanding of the above conditions by signing and returning this document.

FAX to 604-687-4746 EMAIL to rentals@loungeworks.ca MAIL to Loungeworks Inc., 130 West 4th Avenue, Vancouver BC V5Y 1G6

All quotations are valid for 15 days from the date of issue.

I have read the terms and conditions, understand them and agree to the terms:

Name

Signature

Date