



17207 Ross Lake Ct.  
 Humble, TX 77346  
 281. 812. 6496 Office  
 832. 553. 7496 Fax

**Terms and Condition**

Client Name: \_\_\_\_\_

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

<p><b>PAYMENT TERMS</b></p>	<p>Cover Me Satin requires full payment before delivery of the linens. We accept Master Card, Visa, Discover and of course cash. A non-refundable deposit of 50% is required to reserve chair covers, linens and other rentals for your event. Special or custom order items require an 80% deposit. The deposit is applied to the rental cost of your order and is non-refundable. Payments in full and final counts are due no later than 2 weeks prior to delivery, to ensure timely preparation of your order. There is a \$35 fee for any returned checks.</p>
<p><b>DAMAGE WAIVER</b></p> <p><b>If Damage Waiver is declined, please initial here</b></p> <p><b>X</b> _____</p>	<p>The Damage Wavier Fee is <b>OPTIONAL</b>, however if accepted a charge of 6% of the total linen rental will be assessed. The damage waiver is insurance against general damage to the linens. The Damage Waiver is insurance against excessive soiling requiring extra cleaning to return to their pre-rented condition. A damage waiver is the <b>OPTION</b> of the client, however, if there is permanent damage, such as burns, tears or soilage, then a damage/replacement cost would apply. In the event the linens are not fully accounted for, the damage waiver is null and void. Any damaged items will remain with Cover Me Satin.</p>
<p><b>RUSH CHARGES</b></p>	<p>Any new orders or new items added to an existing order placed within 2 business day of scheduled delivery will be subject to a rush charge of 30% of the added item. Orders or changes need after business hours are subject to a rush charge of \$150.00.</p>
<p><b>AGREEMENT</b></p>	<p>All items are to be used at renter risk. No staples or tape are to be used on the linens, chair covers or sashes. Linens are to be shaken free of all food and decorative items. If wet, please allow to dry before bagging. Bagging linens wet will result with mildew. <b>WAX: All candles must be contained!</b> In the event of any wax residue returned on an item a \$10.00 cleaning charge will apply. Use of unprotected candles in candelabras, on mirrors, in centerpieces or in any other décor over our linens violates the terms of the agreement and entitles Cover Me Satin to remove rental linens from the affected areas to protect our property. Any unused rentals returned on due date will not receive a refund. In the event of damage or shortages, you will be notified by Cover Me Satin within 7 business days following the return date. It is the <b>CLIENTS</b> responsibility to return shortages to Cover Me Satin within 48 hours of notification. The Charge will be in <b>ADDITION</b> to the rental charge. If linens are not returned, the replacement cost will be charged. <b>Upon delivery and/or when set-up services are complete, the rental items become the responsibility of the client.</b> Any loss which occurs at the client's facility or while in their possession, will be the client's responsibility. Responsibility for the rentals remains entirely with the client until the rentals are returned to (or picked up by) Cover Me Satin.</p>
<p><b>CANCELLATION</b></p> <p><b>X</b> _____  <b>Initial here</b></p>	<p>Once a contract has been signed and a deposit received, the contract is confirmed. We do understand cancellations are inevitable and must be made <b>at least 2 weeks prior</b> to your event. In the event you need to cancel an order, your deposit will be <b>FORFEITED</b>. If an event is cancelled within the 2 weeks prior to your event your deposit and or total amount paid on invoice will be <b>FORFEITED</b>. In the instance your event is postponed or rescheduled we will do our best to accommodate your needs for the future date or cancel the reservation with the stipulations stated above. In the event your linens were custom made for your event, the 80% deposit is forfeited. Items on the contract may increase or decrease once confirmed, however manufactured /custom items cannot decrease. A cancellation charge will be applied for all manufactured/custom orders for new rental products if the order is cancelled after a contract is signed. The cancellation charge will be a total of 3 times the rental rate on each item. This Applies to all commercial accounts. Once an order leaves the premises, full charges will apply.</p>

<b>FORCE MAJEURE</b>	Cover Me Satin shall not be liable for failure to perform as a result of an Act of God (e.g., fire, flood, inclement weather, hurricane, epidemic or earthquake); war or act of terrorism including chemical or biological warfare; labor dispute, lockout, strike, embargo; governmental acts, order or restrictions; failure of suppliers or third parties; or any other reason where failure to perform is beyond the reasonable control of Cover Me Satin. Cover Me Satin will exercise all reasonable efforts to avoid or remedy such force majeure. In the event of any force majeure Cover Me Satin will make every effort to reschedule the event for your future date or cancel the reservation with the stipulations stated above in cancellations.
<b>CUSTOMER ABUSE</b>	Customer is responsible for full replacement cost if any item rendered missing or unusable upon return of your order. That is 1.) Any rental item returned with mildew, tears, rips, burns, holes excessive dirt, grease, wax, heavy stains, or 2.) Any item needing washing over two loads is considered excessive and if after four washes and use of special chemicals item does not come clean it is considered a loss. 3.) Any rentals that are wet, burned, chipped, scratched or left expose to the elements. A replacement cost of 3 times the rental rate will be charge in addition to the rental charge.
<b>DELIVERY/SETUP</b>	Complementary set-up is available in the greater Houston area. Delivery charges range from \$35.00 thru \$90.00. There is a minimum of 80 chair covers at full price for set-up, delivery and pick-up. If a discounted rate has already been established between the renter and Cover Me Satin, for a pick-up or other alternatives, this complimentary set-up is null and void. During November and December a \$500.00 minimum is required for complimentary installation. Cover Me Satin does not install linen only orders. Set-up of linens and chair covers must be arranged prior to delivery. Any delivery or pick up required by the client or client's venue after 5 pm will be charged \$90.00-\$180.00. <b>Sundays/Holidays:</b> Deliveries or pickup required by the client or client's venue on Sundays or Holidays will be assessed a fee of \$350 for each occurrence. <b>NO</b> extra items will be left at the facility if counts change the day of the event without prior approval from <b>CLIENT</b> . It is the client's responsibility to have a representative of their choice on site during installation to verify that the installation items match the counts on their contract. Otherwise all items installed will be verified and documented by our staff. There is an additional \$50 rush delivery fee with orders called in the same day.
<b>LINEN RETURNS</b>	In the event the renter is responsible for the return of linens, the linens must be received by 10:00AM Monday following your event, unless otherwise pre-arranged. A late charge of \$50.00 will be automatically charged for linens received after this time or each day late.
<b>DYE LOTS</b>	We understand that linens are an important part of ensuring the success of your event; therefore, we monitor the quality very closely. However, we cannot guarantee exact color matches due to continuous purchasing from different dye lots. If color perfection is an absolute requirement, please consider purchasing custom sewn linens made from a single manufacturing run. Minimums quantities and lead times will apply.

**I HAVE READ THIS ENTIRE RENTAL CONTRACT AND AGREE BY SIGNATURE BELOW TO ALL CONDITIONS SET FORTH.**

By my signature below I hereby authorize Cover Me Satin to charge to me for any cost, expenses or charges for rental, cancellations and/or damages to any items rented and/or full replacement value of any items destroyed or not returned.

X

Signature to Agree To Rental Contract

Date

**\* Please Fax Completed Forms To: 832.553. 7496 \***



Please Fax all forms to:  
832- 553-7496

**Financial Responsibility Form**

My payments to Cover Me Satin will be made by (Check One)

**Credit Card** (Complete Credit Card Form)

**Personal Check**

If paying with a personal check your account must be paid in full 2 weeks prior to delivery date and have a valid credit card on file with Cover Me Satin.

I authorize Cover Me Satin to place all rental charges on the following credit card. I understand that charges to my credit card may include Rental, Delivery, Lost or Damaged Items and/or Replacement Charges.

**THIRD PARTY CREDIT CARD AUTHORIZATION**

If a third party credit card is to be used we must have a third party approval and signature.

Print Name as it appears on card:

Signature

Date

Credit Card (Circle One)

Visa

Discover

MasterCard

Credit Card #

Exp. Date

Last Three Digits on Back of Card

Billing Address for this Credit Card:

City, State and Zip:

Phone Number

Deposit # 1 Amount (50% or 80% min.):	Deposit # 1 Date:
Deposit # 2 Amount:	Deposit # 2 Date:
Deposit # 3 Amount:	Deposit # 3 Date: 2 weeks before event date