



UNFORGETTABLE ELEMENTS LLC EVENT DÉCOR RENTAL AGREEMENT

This Rental Agreement is entered into on _____ by and between:

Unforgettable Elements LLC

and

Client Name: _____

Phone/Email: _____

Event Date: _____

Event Location: _____

RENTAL ITEMS: Client agrees to rent the following décor items. Client is responsible for verifying all quantities and selections. Applicable sales tax/ fees will be added to all item pricing.

SIGNAGE & DISPLAYS

Small Signs with Sayings – \$25 per set

Option Selected:

- Rustic Wood
- Frosted Plexiglass

Table Numbers – \$25 per set

Option Selected:

- Elegant Black
- Rustic Wood
- Classy White Fold (optional wine bottle holders available)

Wedding Schedule Sign (Vintage door with chalkboards) – \$85

Welcome Signs – \$65 each

Note: Flowers not included. Client must provide name decals. All other lettering cannot be changed. Option Selected:

- Wood Flower Box (“Thanks for Coming” double sided)
- “Welcome to Our Wedding”

Seating Chart – \$55

- Multi-Picture Frame Display
- Antique wood card holder

Email:
info@unforgettableelements.com

Phone:
970.238.0856



Sign Holder – \$45

Size Capacity: Up to 0.4" thick, 25" wide, 45"–60" tall

Note: Sign/photo not included. Must be lightweight under 5lbs.

Chalkboard Signs – \$35 each (2 large) Qty: | \$15 each (2 small) Qty:

Easel Stands (2 available holds 15lbs) – \$35 each - Qty:

Antique Window Display (Photo display) – \$115 each

DÉCOR PIECES

Mason Jars (12 oz, hanging or table, set of 16) – \$25 per set

Small Glass Bud Vases (Set of 60) – \$75 per set

Shepherd Hooks (Set of 8 – 33" or set of 8 – 49") – \$35 per set | Selection:

Lanterns (Set of 14) – \$125 per set

Artificial Greenery Wreaths (2 available) – \$35 each - Qty:

Artificial White Floral Wreaths (2 available) – \$35 each - Qty:

Decorative Wood Tray – \$45

Ladder Shelf Display – \$125

Antique Dresser Display – \$175

CARD BOXES – \$55 each

Glass Barrel Birdcage

BEVERAGE SERVICE SUPPLIES – \$115 each

Hot Percolators (2 available) - Qty:

Cold Beverage Dispensers (2 available) - Qty:

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YARD GAMES – \$75 each

- Cornhole
- Large Connect 4
- Large Tic Tac Toe

ITEMS NOT INCLUDED

Unless explicitly stated in writing, the following are not included:
Flowers, candles, lighting, signage inserts, photos, food, beverages, greenery, plates, or glassware.

RENTAL PERIOD

Pickup/Delivery Date: _____

Return Date: _____

PAYMENT TERMS

- Total Rental Items Fee:** \$_____ (plus the \$300.00 security deposit)
- Security Deposit (\$300.00):** (due at booking-refunded if no items are damaged)
- Non-Refundable Retainer (50%):** \$_____ (due at booking)
- Remaining Balance Due:** \$_____ (due 7 days prior to event date)

A signed Agreement and retainer are required to reserve items. **No items are guaranteed until payment is received.**

Unforgettable Elements – Rental Terms & Conditions

By reserving rental items from Unforgettable Elements (“we,” “our”), the client (“you,” “your”) agrees to the following terms:

Reservations & Payments

A 50% non-refundable deposit is required to secure your rental items and event date. Orders are not guaranteed until both a signed agreement and deposit are received. All pricing is valid for 30 days, and inventory is reserved on a first-come, first-served basis.

The remaining balance and any final adjustments must be completed at least 7 days prior to your event date. Any reductions made within 7 days are non-refundable.

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Accepted payment methods include cash, check, venmo, and credit card (a processing fee will apply).

Security deposit is refundable if no damage or excessive cleaning is required. Please note that this will be returned in 7-14 business days after the event.

Cancellations & Changes

We understand that plans can change. However, due to the nature of event scheduling and inventory holds, the following applies:

- More than 60 days prior: 25% of total is retained
- Within 60 days: 50% retained
- Within 7 days: 100% retained

Delivery, Setup & Pickup

Delivery fees are based on standard access and business hours. Additional charges may apply for:

- Difficult access or long distances from unloading areas
- Specific delivery/pickup time requests
- After-hours, weekend, or holiday service

The site must be clear, accessible, and ready upon arrival. Delays or unprepared spaces may result in additional fees.

Client Responsibilities

Clients are responsible for:

- Ensuring all rental items are used safely and properly
- Obtaining any required permits or approvals
- Returning items in the same condition (excluding normal wear)
- Protecting items from weather when applicable

You are responsible for any damage, loss, or theft during the rental period.

Damage, Cleaning & Missing Items

Items must be returned clean and properly packed. Additional fees may apply for:

- Excessive cleaning
- Damage beyond normal wear

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- Missing or unreturned items (charged at replacement cost)

Optional damage waivers may be available but do not cover misuse, theft, or severe damage.

Weather Policy

All outdoor events carry inherent weather risk. Rentals are still billed in full regardless of weather conditions. Tents and equipment are designed for temporary use and are not guaranteed to withstand extreme conditions.

Property & Setup Considerations

Setup may involve equipment that can impact surfaces such as grass, driveways, or flooring. While care is taken, Unforgettable Elements is not responsible for minor surface damage related to standard installation.

For tent installations:

- Clients must mark private utility lines
- We are not liable for unmarked underground items

Liability

By renting from Unforgettable Elements, you agree to release and hold us harmless from any claims, damages, or injuries related to the use of rental items, except in cases of proven negligence on our part.

Final Agreement

These terms represent the full agreement between both parties and apply to all rentals. Any changes must be made in writing.

By signing below, Client acknowledges they have read, understood, and agree to all terms and conditions outlined in this Agreement.

Client Signature: _____ **Date:** _____

Company Signature: _____ **Date:** _____

Please email the filled out form to info@unforgettableelements.com and I'll reach out with confirmation and payment request.