

# Party Rental Agreement Template

This Party Rental Agreement ("Agreement") is entered into on [DATE: MM/DD/YYYY].

Between:

**Provider:**

[YOUR BUSINESS NAME]  
Address: [BUSINESS ADDRESS]  
Phone: [PHONE NUMBER]  
Email: [EMAIL ADDRESS]

Represented by: [NAME / TITLE]

**Renter:**

[RENTER FULL NAME]  
Address: [RENTER ADDRESS]  
Phone: [PHONE NUMBER]  
Email: [EMAIL ADDRESS]

This agreement outlines the terms under which the Provider rents equipment to the Renter.

---

## 1. RENTAL ITEMS

The Provider agrees to rent the following equipment to the Renter.

Item Description	Quantity	Specifications	Unit Price	Total
Folding Chairs	[ ]	White plastic, 250 lb capacity	[\$ ]	[\$ ]
Round Tables	[ ]	60-inch diameter	[\$ ]	[\$ ]
Tent	[ ]	20x20 ft canopy	[\$ ]	[\$ ]
Additional Items	[ ]	[ ]	[\$ ]	[\$ ]

**Total Rental Cost:** \$[TOTAL] (excluding taxes, delivery, or extra fees)

Accessories included: [tablecloths, stakes, cables, covers].

All equipment is delivered in working condition. Photos or inspection notes may be attached.

---

## 2. RENTAL PERIOD

Rental Start: [MM/DD/YYYY – TIME]

Rental End: [MM/DD/YYYY – TIME]

Setup Buffer: [Example: 2 hours before event]

Takedown Buffer: [Example: 2 hours after event]

Late returns may incur an overtime fee of **[\$X] per hour**.

This section confirms the active period of the **party rental contract**.

---

## 3. DELIVERY AND PICKUP

Delivery Date and Time: [DATE / TIME]

Delivery Location: [VENUE ADDRESS]

Pickup Date and Time: [DATE / TIME]

The renter must ensure the location is accessible and safe for delivery. Parking access, loading space, or venue clearance should be arranged before arrival.

Delivery Fee: \$[ ]

Pickup Fee: \$[ ]

---

## 4. PAYMENT TERMS

Deposit Due at Signing: \$[ ]

Remaining Balance Due: [DATE]

Security Deposit: \$[ ] refundable after equipment inspection.

Accepted Payment Methods:

Credit Card, Bank Transfer, Cash, or Check.

Late payments may incur a **[1–2% daily fee]**.

Total Amount Due: **[\$GRAND TOTAL]**

This section confirms the payment schedule within the **party rental contract template**.

---

## 5. CANCELLATION AND RESCHEDULING

Cancellations may qualify for refunds depending on the notice period.

More than 14 days before event: Full refund minus processing fee.

7–13 days before event: 50% refund.

Less than 7 days before event: No refund.

Rescheduling may be allowed if requested early and equipment remains available.

No-shows may result in full forfeiture of payments.

All requests for changes must be submitted through **email or booking portal**.

---

## 6. EQUIPMENT USE AND RETURN

The renter agrees to use all equipment responsibly.

Examples of care requirements may include:

- Avoid standing on tables or chairs
- Keep linens dry and clean
- Follow weight or weather limits for equipment

Items must be returned **clean, dry, and in working condition**.

Minor wear from normal use is acceptable.

---

## 7. DAMAGE, LOSS, AND LIABILITY

The renter accepts responsibility for damaged, lost, or stolen equipment during the rental period.

Damage beyond normal wear may require repair or replacement costs.

Damage should be reported within **24 hours**, preferably with photos.

The provider is not responsible for injuries, guest behavior, or event-related incidents during equipment use.

---

## 8. INSURANCE REQUIREMENTS

For large events or higher-risk equipment, the renter may be required to provide proof of event liability insurance.

Example coverage: **\$1,000,000 general liability insurance** naming the Provider as an additional insured.

For small events, a waiver may be accepted:

Waiver Accepted:  Yes

Initial Here: \_\_\_\_\_

---

## 9. FORCE MAJEURE

Neither party will be held responsible for failure to perform due to events beyond their control.

Examples include natural disasters, severe weather, government restrictions, or public emergencies.

Both parties should notify each other promptly if such events affect the scheduled rental.

---

## 10. GOVERNING LAW

This agreement will follow the laws of:

**[STATE / COUNTRY]**

Any disputes will be resolved within the courts located in:

**[COUNTY / REGION]**

---

## SIGNATURES

Renter Signature: \_\_\_\_\_

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

Provider Signature: \_\_\_\_\_

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

---

## Initial Confirmation

Payments: Renter \_\_\_\_

Provider \_\_\_\_

Liability: Renter \_\_\_\_

Provider \_\_\_\_

Cancellation Terms: Renter \_\_\_\_

Provider \_\_\_\_

Attachments (if applicable):

- Equipment Photos
- Damage Price List
- Insurance Documents