

## SETUP AND TEARDOWN POLICIES

Unless otherwise reflected in your rental Contract, the following items will include setup and teardown in the estimated Rent: *Tents, stage, dance floors, light structures and pipe & drape.*

The foregoing notwithstanding, the following items will require an additional setup and teardown fee:

- Folding chairs (plastic or garden style): \$1 per chair;
- Specialty chairs: \$1.00 per chair;
- Ceremony chairs: \$1.50 per chair;
- Tables: \$2 per table;
- Linens: \$2 per linen;
- Runners: \$1 per runner;
- Napkins: We do offer a service of pre-folding, additional pricing will be offered upon request based on the difficulty of the fold;
- Napkin Set-up: \$.10 per napkin;
- Café lights: Installation and teardown in our tents only (we do not install lights anywhere else but inside our tents) (\$1 per foot = \$45 per strand); and
- Dinnerware, flatware, and glassware: \$0.25 per piece, per person;
- Arbor: \$50
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**\*\* If setup is required for any tables or chairs, you must provide us with a complete and accurate room or space diagram as well as an on-site contact person authorized to make decisions on your behalf. \*\***

## CLEANING POLICIES

All items rented from Create A Scene, Inc. must be returned clean and free of food. Otherwise, additional charges will apply. Please see examples below..

- DINNERWARE, GLASSWARE, FLATWARE: Please ensure that these items are rinsed off due to sanitary reasons before return or scheduled pickup. A \$250 minimum charge for non-rinsed dishware.
- LINENS: Please shake out all linens before placing them into bags. **Wet or damp linens must be completely dried before placing into linen bags to prevent mold and/or mildew.**
- CONCESSION ITEMS: Please ensure that all food particles are removed from each machine (example: popcorn)
- GRILLS AND GRIDDLES: Please ensure that all cooking equipment is cleaned out upon return or scheduled pickup
- FOLDING CHAIRS: Please ensure that all chairs are free of mud, grass, and other dirt, debris, food and contaminants.