

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, pipe & drape and backdrops.*

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

- Folding chairs (plastic or garden style): \$1 per chair;
- Speciality chair set-up (chiavari, vineyard, louis): \$1 per chair;
- Ceremony set-up of any chair: \$1.50 per chair;
- Tables: \$2 per table;
- Linens: \$2 per linen;
- Napkins: We do offer a service of pre-folding, prices based on fold. Placement of napkins is .25 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); unless arranged ahead of time and Create A Scene agrees to do.
- Table Service Per Person Set-Up Fee: Dinnerware, flatware, and drinkware, chargers, napkins: .25 per piece (dinner plate, salad plate, glassware x 3 pieces x 100 people= 300) 300 x .25 = \$75.00
- Arbor set-up: \$50
- ***** 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 and debris. An additional **MINIMUM** fee of \$250 will apply. Please see examples below..

- **DINNERWARE, DRINKWARE, FLATWARE:** Please ensure that these items are rinsed off due to sanitary reasons before return or scheduled pickup.
- **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 and free from food, debris and charcoal upon return or scheduled pickup.
- **FOLDING CHAIRS:** Please ensure that all chairs are free of mud, grass, and other dirt, debris, food and contaminants.

TENTS: Please ensure that all floral arrangements, tape, trash, decorations and other items are removed from all tents and other temporary structures prior to our arrival (please also refrain from using tape or

staples, or hanging anything inside our tents with the exception to the poles). No party poppers or confetti shall be used under the tents/dance floors.

** If the items above are returned and require additional cleaning, an additional cleaning fee will be charged based on the equipment used, and the amount of labor required. **