create a scene
EVENTS

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)
- Speciality chair set-up (chiavari, vineyard, louis)
- Ceremony set-up of any chair
- Tables
- Linens, including overlays and runners
- Napkins: We do offer a service of pre-folding, prices are based on fold. Placement of napkins is an additional charge per napkin.
- Café lights: Installation and teardown in our tents only (we do not install lights anywhere else but inside our tents); unless arranged ahead of time and Create A Scene, Inc. agrees to do.
- Table Service Per Piece Set-Up Fee: This fee is per piece, example: drinkware, dinnerware, flatware, napkin.
- Arbors
- Decor set up: varies per item based on complexity

***** If setup is required for any items, 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, failure to do so will result in a minimum cleaning fee and is subject to change.. 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, staples, or hanging anything inside our tents). No party poppers or confetti shall be used on/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. **