



I agree to pay for the replacement fee for items damaged while being rented to me at the current replacement fee as follows:                     

Small Tablecloth-----	\$7.55
Large Tablecloth-----	\$17.34
Round Tablecloth-----	\$30.17
Banquet Table Skirt-----	\$127.91
Napkin-----	\$1.25
Skirt Mate Hanger-----	\$8.75
Plastic Bag for Skirt-----	\$4.85
Velcro Clip-Large-----	\$0.87
Velcro Clip-Small-----	\$0.63
Mesh Bags for Transporting Dirty Laundry-----	\$7.85
Plastic Arbor-----	\$70.00
Silver Cake Serving Set-----	\$27.00
Crystal Handle Cake Serving Set-----	\$10.80
12" Square Beveled Mirror-----	\$7.00

**\*\*Replacement fees are subject to change without notice.\*\***

- The rental fee will be doubled on any item requiring extra attention, such as removing candle wax or excessive stains.
- All rental items will be charged in full when removed from the NCTC building.
- Items ordered may be reduced without charge up to **2 weeks** in advance of the event. If less than 2 weeks, the items will be charged as ordered.
- Full cancellations must be made in writing one month prior to event for a full refund. If less notice is given, one-half the deposit will be returned to customer.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

*\*Please initial 5 highlighted lines above acknowledging policy and fees.*