



Special Event Rental Policies & Information

Thank you for choosing Lake City Rental. Please review the following policies to help ensure a smooth delivery, setup, and return process for your rental equipment.

Rental Period

- Standard rental period is 3 days.
- Late returns may incur additional rental charges.
- No credit is given for unused or refused items.

Delivery & Pickup

- Ground-floor deliveries only.
- Clear access is required for our delivery trucks.
- Additional fees may apply for special access or after-hours service.

Setup & Pickup Preparation

- Tent setup is included with delivered tent rentals.
- Mark all underground utilities before installation.
- Equipment must be cleaned, broken down, and ready for pickup.

Store Pickup

- Customers load and unload their own rentals.
- Secure all equipment during transport.
- Wet equipment will result in additional charges.

China, Glassware & Linens

- Rinse all food service items before return.
- Return linens dry in the provided bags.
- Wax, burns, stains, and permanent damage are billable.

Damage & Missing Items

- Report problems immediately.
- Missing or damaged items may be repaired or replaced at customer expense.
- Charges may be applied to the card on file after notification.

IMPORTANT: ANY ITEMS RETURNED WET MAY RESULT IN ADDITIONAL CLEANING OR REPLACEMENT CHARGES.

Customer Signature: _____ **Date:** _____