

# CREDIT APPLICATION

Business Name \_\_\_\_\_ Line of Credit Requested \$ \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Shipping Address \_\_\_\_\_ How Many Years \_\_\_\_\_

d/b/a \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

Former Business Address (if applicable) \_\_\_\_\_

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_ Years in Business \_\_\_\_\_

Mortgage Holder/Landlord \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Does State, County, or City require a license? Yes No (Please circle one) If Yes, Lic# \_\_\_\_\_

OWNERSHIP: Sole Proprietorship Corporation (Please circle one)

PRINCIPAL:

Name \_\_\_\_\_ Title \_\_\_\_\_ SS# \_\_\_\_\_

PRINCIPAL:

Name \_\_\_\_\_ Title \_\_\_\_\_ SS# \_\_\_\_\_

INDIVIDUALS WHO WILL BE PERMITTED TO CHARGE:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone# \_\_\_\_\_

TRADE REFERENCES (Please provide at least 3):

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

BANK REFERENCES:

Name \_\_\_\_\_ Address \_\_\_\_\_

Account# \_\_\_\_\_ Contact \_\_\_\_\_

Has the firm or any of its principals ever been bankrupt? Yes/ No (please circle one)

If answered YES, please explain: \_\_\_\_\_

Any misrepresentation in this application will be considered evidence of fraud, since this information is the basis for the extending of credit. As an inducement to grant credit, the undersigned warrants that the information submitted is true and correct. You are authorizing *Marianne's Rentals for Special Events* to investigate the credit references and principals listed above.

In consideration for the extension of credit, said business promises to pay for all purchases within the terms agreed, 30 days from date of contract and agrees to pay a service charge on all past due balances. In the event any third parties are employed to collect any outstanding monies owed by said business the undersigned agrees to pay reasonable collection costs, including but not limited to all attorney and/court fees, whether or not litigation has commenced, and all costs of litigation incurred. The undersigned represents that he/she has the authority to execute this credit agreement on behalf of the business identified.

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Print Name) (Title) (Signature)

\_\_\_\_\_  
(Print Name) (Title) (Signature)

CREDIT DEPARTMENT USE ONLY: Date: \_\_\_\_\_ Line of Credit: Approved/Denied Amount: \$ \_\_\_\_\_

## CANCELLATIONS

Orders are nonrefundable if rental is cancelled 48 hours prior to the date of the contract. If there are cancellations within 48 hours of the date of the contract the full price could be charged. Lowering of numbers may occur 48 hours prior to the date of the contract. Special circumstances may occur that will require an additional contract.

## RESTOCKING FEE

If any items are cancelled within 2 weeks of the date of contract there could be a restocking fee equal to 50% of the rental total.

## CHANGES

We ask that you do not change your order 48 hours prior to the event date. Any additions made after 48 hours may result in holding up the reservation or added items may have to be picked up at the store.

## SHORTAGES

All damages or missing items from the contract will be billed after the event. You will be charged replacement cost for these items. In the event of excessive damage, and/or missing items, you will receive 2 courtesy phone calls to make you aware of the situation.

## REFUNDS

Refunds are not issued for rental items returned unused.

## DELIVERY POLICY

To insure that you receive items undamaged, special containers are provided for flatware, dinnerware, glassware, etc. Our delivery personnel are instructed to neatly stack all items in a mutually convenient location upon delivery. Orders will be delivered to ground level only. Additional charges will be applied if articles are to be carried up or down stairs, on elevators or more than minimal distances. This policy applies to all rental equipment, including tents. Rental price does not include set up or take down of tables and chairs. An additional charge will be added to do so.

Our delivery personnel are on scheduled routes. They do not have the time to wait for all items to be counted upon delivery. However, if the renter finds that there is a problem with the delivery, please notify the store as soon as possible to report the discrepancy. We will make every reasonable effort to correct the problem before the scheduled event.

Generally, delivery and pick up times are 9-5:30 Monday through Friday and 9-4 on Saturdays. These times may be extended during peak seasons. Marianne's Rentals for Special Events cannot quote a specific time for delivery, although an AM or PM may be requested by the customer. If requested delivery personnel will call on the way to your location and will leave a message, if contact person is not reachable, at no cost. Priority deliveries as well as late night pickup and delivery are available for an additional fee; please see your sales consultant for details.

## LATE RETURNS:

All orders not returned on the due date listed on the invoice will be charged a flat-rate late fee of \$25.00 per day. Any orders that are returned after the due date listed on the invoice are subject to additional day(s) of rental charges. Late returns may impact other rental orders.

## PICKUP POLICY

All flatware, dinnerware, glassware, etc., must be rinsed, food free, and re-packed in the same containers as were delivered. A fee of \$0.15 per piece will be charged if returned dirty. An additional fee will be charged if there is excessive cleanup and/or if the original containers are missing or damaged. Linen(s) must be bagged after they are completely dried. Tables and chairs must be folded and stacked as they were left, unless set up and take down is scheduled. Chairs must be returned with covers on. All items delivered must be in the same condition and in the general area where they were left. Items not meeting these conditions are subject to additional fees. Any items not available to the delivery personnel at the time of the scheduled pick up will be expected to be returned by the customer to the store. If this is not an option, an additional pick up charge will be added to the final invoice.

## EQUIPMENT RESPONSIBILITY

Responsibility remains with the customer from the time of delivery/in-house pick up to the time of return. Please be sure equipment is secured and protected when not in use. Damaged or missing items will be charged at replacement cost to the customer.

## TRANSPORTATION

In the event the client is taking items from the warehouse, and does not wish to have them delivered, they must follow the proper instructions:

- The client is responsible for the items regardless of the circumstances.
- An enclosed vehicle must be provided by the customer. Marianne's Rentals for Special Events does not loan tie downs. If tie downs are not brought on pick up, the items will not be loaded onto the vehicle. We will load the vehicle but the customer is responsible for securing the items at the destination. If tie downs cannot be obtained and rentals are not loaded, full cost will still be charged.
- There are certain items that are for indoor use only. These items cannot be left unprotected against the weather. If they are left outside over night or unprotected and the equipment is damaged the customer is 100% responsible for repairs and/or replacement cost. Replacement cost is determined by Marianne's Rentals for Special Events and is not negotiable.

## WEATHER

Marianne's Rentals for Special Events allows most equipment to be utilized outside at the customer's request. In the event the equipment is to be used outside during a time of high risk winds, rain, snow, or other elements the customer agrees to the following:

- The liability of Marianne's Rentals for Special Events is for the damage of their equipment only. In the event weather conditions become dangerous or unstable: all equipment (damaged or not) usage must be stopped immediately.
- Any injury caused to person(s) and/or property from being used during an unsafe condition will not be covered by Marianne's Rentals for Special Events insurance.
- Marianne's Rentals for Special Events insurance will cover the replacement of the rental equipment but not the rental cost regardless if the equipment is used or not. If damage occurs in sufficient time to replace it with new equipment, Marianne's Rentals for Special Events will replace the equipment with what is available in inventory. If the delivery location is out of town, we ask the customer to cover another delivery charge to replace the equipment. No extra cost for rental equipment will be charged.

## EXTREME WEATHER

In the event that extreme weather conditions are expected, the customer must cancel prior to 48 hours of in house pick up/delivery without incurring any cost.

Marianne's Rentals for Special Events will place a telephone call to the customer approximately 24 hours prior. After such telephone call, no cancellations will be permitted.

## PAYMENT

A final invoice will be sent to the customer when all items are checked in. Terms are net 30 days from the date of final invoice. Monthly statements will be sent the first week of each month.

A finance charge will be charged monthly on unpaid balances.

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(Name-Signature)

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(Name-Print)

(Date)

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(Name of Company)