

This Equipment Rental Contract is made & entered into on _____

date

Primary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

1. Equipment Rental Agreement

All equipment provided by First Class Event Services falls under a uniform rental liability scope. Our inventory is stocked, maintained, and rented out in sets or bulk, not as individual pieces. This includes, but is not limited to, furniture, lighting, sound, staging, backdrops, decor, and specialty equipment. Due to the nature of our bulk inventory structure, any damage or loss of a single item within a rented set compromises the entire package. The Client understands and agrees that the minimum charge for any broken, damaged, or missing item is \$150 per item, regardless of the item's original retail value.

2. Condition & Use of Equipment

The Client acknowledges that the rented equipment is in good working condition and agrees to use all equipment in a careful and proper manner. Equipment must not be tampered with, altered, or used for purposes other than those for which it is intended.

3. Rental Period

The rental period begins upon delivery or pickup of the equipment and ends upon its return to First Class Event Services or pickup by the Company.

4. Liability for Damage, Loss, or Theft

All rented equipment remains the property of First Class Event Services, LLC. The Client accepts full responsibility for the care and safekeeping of all items during the rental period.

- **Unified Liability Clause:** All equipment is considered part of a unified set. If any one item within the set is lost, stolen, broken, or rendered unusable due to misuse or neglect, it compromises the integrity of the entire rental package.
- **Minimum Damage Fee:** The Client agrees to be invoiced a minimum of \$150 per item damaged, lost, or rendered unusable, regardless of individual item value, due to the nature of bulk/set rentals. This fee reflects the impact to the full rental package and future bookings.

The Company reserves the right to assess the actual replacement or restoration cost if higher than the minimum fee.

5. Return of Equipment

All equipment must be returned in the condition in which it was received. If cleaning, repair, or replacement is required due to Client negligence, misuse, or loss, additional charges will apply.

6. Limitation of Liability & Property Damage Disclaimer

The client expressly acknowledges and agrees that First Class Event Services, LLC, its subsidiaries, affiliates, owners, officers, directors, managers, employees, independent contractors, vendors, and representatives (collectively "Company") shall not be held liable for any loss, theft, or damage to personal property belonging to the client or any third parties including, but not limited to, guests, invitees, service providers, contractors, or vendors hired by the client or their agents, whether occurring before, during, or after the scheduled event. This limitation includes all property located on or around the event site or within any mobile units, trailers, vehicles, or pop-up facilities operated or supplied by the Company. The client accepts full responsibility for safeguarding all personal property and agrees that the Company does not assume responsibility for security, surveillance, or storage of such property.

7. Inventory & Invoice

A detailed inventory sheet will be provided listing every item included in the rental agreement. This will be included with the final invoice, which will reflect all charges, including:

- Equipment rental costs
- Damage or replacement fees (if applicable)
- Set-up fees (if applicable)
- Transportation or delivery fees

All inventory is counted and inspected prior to rental and upon return. Any discrepancies, missing items, or damage will be documented, and the Client will be billed accordingly.

8. Rental Timing and Delivery

• Pick-Up Rentals

- The rental period begins at the time the equipment is picked up from our storage facility by the Client or their designated representative.
- The equipment remains the responsibility of the Client until it is returned in full and inspected by our team.

• Drop-Off Rentals

- Equipment delivered to the event location is subject to a pick-up and transportation fee calculated from our nearest storage hub.
- If set-up is requested, an additional fee may apply. Set-up fees are based on the complexity and time required for the setup and will be reflected in the final invoice.

9. Indemnification & Hold Harmless Agreement

The client agrees to indemnify, defend, and hold harmless First Class Event Services, LLC and its affiliates, agents, officers, and staff from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or resulting from:

- Any loss, theft, or damage to personal property of the client or their guests, invitees, contractors, or service providers;
- Any negligent or intentional act, omission, or misconduct by the client or their third-party vendors, guests, or affiliates;
- Any failure of the client to comply with local, state, or federal laws or venue regulations; and
- Any breach of contract, including but not limited to unauthorized event setups or failure to follow space or permitting requirements.

10. Pre-Approval of Event Setups

To maintain safety, workflow, and professional presentation, all proposed event setups involving furniture, tents, stages, entertainment setups, photo booths, bars, or décor elements must be submitted to First Class Event Services, LLC for review and written approval.

- **Submission Timeline:** Event setup diagrams or plans must be submitted at least 30 days prior to the event for approval. Failure to receive approval may delay or prevent installation or activation of event elements.
- **Prohibited Placement:** No items may block emergency exits, venue access points, or interfere with power/water sources or mobile bar operations. Non-compliant setups may be modified or removed at the discretion of First Class Event Services, LLC staff on-site.
- **Site Changes:** Any modifications made after approval must be resubmitted for clearance. First Class Event Services, LLC is not liable for delays or conflicts arising from unapproved changes.

11. Reputation Protection & Dispute Resolution

The Client agrees to refrain from making any public statements, written or verbal, that may negatively impact the reputation, brand image, or goodwill of First Class Event Services, LLC—including its owners, employees, and affiliates—across any platform, including but not limited to social media, blogs, online review sites, and forums, during or after the term of this Agreement.

Should any concerns or complaints arise, the Client agrees to first address them directly and privately with First Class Event Services, LLC, allowing for a reasonable opportunity to resolve the matter in good faith. In the event of a breach of this clause, the Client agrees to remove or retract the offending content within seventy-two (72) hours of notice. Failure to comply may result in monetary damages of up to \$1,000 per violation, as determined by the extent of reputational harm caused.

By entering into this Agreement, the Client acknowledges and accepts these terms as essential to maintaining a respectful and professional working relationship with First Class Event Services, LLC and its representatives.

Payment Due By _____
date

Primary Client Information Card Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

1. Non-Refundable Deposit

A non-refundable deposit is required to secure the date for services. This deposit must be submitted along with the signed contract to confirm the booking. This deposit is dependent of the equipment rentals being rented out.

Importance of Timely Submission and Non-Refundable Nature: The non-refundable deposit is essential for several reasons:

- **Securing the Date:** By submitting the deposit and contract promptly, you ensure that your desired date is reserved exclusively for your event. This prevents double-booking and allows us to allocate the necessary resources and planning time to your event.
- **Commitment and Planning:** The deposit serves as a commitment from both parties, allowing us to begin detailed preparations for your event. This includes planning the music selection, arranging equipment, and scheduling staff.
- **Opportunity Cost:** By securing your date with a deposit, we may turn down other potential clients for the same date. The non-refundable nature of the deposit compensates for this opportunity cost and ensures our commitment to your event.
- **Initial Expenses:** The deposit helps cover initial expenses incurred during the planning and preparation stages, such as consultations, equipment reservations, and administrative tasks.

Please note that the date will not be considered confirmed until both the deposit and signed contract are received.

2. Accepted Payment Methods

All clients must adhere to the following payment guidelines. Failure to comply may result in delayed or canceled services.

- **Payments By Check:** Checks must be made payable to: First Class Event Services, LLC
 - **Deadline:** All payments by check must be received and cleared no later than 14 days prior to the event date.
 - **Returned Checks:** If a check is returned for insufficient funds or any other reason, the client will be charged a \$75 bounced check fee.
 - **Daily Penalty:** A daily fee of \$25 will be assessed for each day the payment is not rectified after the bounce date, up until the full balance is paid.
 - **Service Risk:** Services are not guaranteed if full payment is not received and cleared prior to the event. We reserve the right to cancel services due to non-payment.
- **Cash Payments:** Clients who pay in full using cash will receive a \$100 discount off their total event cost. Partial payments do not qualify for this discount. Full payment must be made at once in cash and accompanied by a signed receipt.

3. Rush Fee / Late Booking

- **Applicability:** Bookings made within 60 days of the event date are subject to a \$250 late booking fee.
- **Short-Notice Bookings:** For bookings made within 84 hours (3.5 days) of the event, a late fee ranging from \$300 to \$5,000 may apply, depending on event requirements.
- **Purpose:** These fees cover expedited coordination and resource allocation necessary for last-minute arrangements.

4. Prepared Items / Cancellation

- **Prepared Items:** Any items or services that have been prepared, purchased, or secured for the event will be charged in full, regardless of event cancellation.
- **Scope:** This includes, but is not limited to, bar rentals, glassware, staffing, and other related services.
- **Client Responsibility:** Clients acknowledge responsibility for costs associated with prepared items, even in the event of cancellation.

5. Holiday Rate

Rate Increase: All rates are 50% higher than regular rates on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Super Bowl Sunday
- Valentine's Day
- Presidents' Day
- St. Patrick's Day
- Ash Wednesday
- Palm Sunday
- Good Friday
- Easter Sunday
- Cinco de Mayo
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Halloween
- Thanksgiving Eve
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Day After Christmas
- New Year's Eve

6. Damage to Equipment

The client agrees to be fully responsible for any damage to the equipment caused by the client, their guests, event staff, or any individuals attending the event. This includes, but is not limited to, damages resulting from spills, physical interference, tampering, or negligence.

In addition, the client acknowledges that they are also responsible for any damage caused by the venue, weather conditions, or other environmental factors not under our control. Even if the damage is directly caused by the venue or a third party, the client assumes full responsibility for ensuring the safety and suitability of the event space for vendors and their equipment. It is the client's duty to coordinate with the venue and take all necessary precautions to prevent damage. Any repair or replacement costs resulting from such incidents will be billed to the client accordingly.

7. Liability Insurance

First Class Event Services, LLC maintains liability insurance to cover any accidental damages or injuries that may occur during the performance. A certificate of insurance can be provided to the client or venue upon request.

8. Liability Insurance

First Class Event Services, LLC liability for any claim arising out of this contract will not exceed the total amount paid by the client for the services provided. First Class Event Services, LLC will not be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with the performance of services under this contract.

This section clarifies the responsibilities and liabilities of First Class Event Services, LLC regarding equipment and performance, helping to protect both parties from potential disputes.

- **Venue Responsibility:** The client is responsible for ensuring that the event venue meets all necessary requirements for the performance, including providing adequate space, power supply, and access for equipment setup. The client must obtain all necessary permissions and permits required by the venue for services and ensure compliance with any venue-specific regulations or restrictions.
- **Guest Conduct:** The client is responsible for the behavior and conduct of all guests attending the event. This includes ensuring that guests do not interfere with the performance, equipment, or personal safety. Any damage to equipment caused by the client or their guests will be the financial responsibility of the client. The client agrees to reimburse the Company for the full cost of repair or replacement of any damaged equipment.
- **Safety & Security:** The client must provide a safe and secure environment for us to perform. This includes taking reasonable measures to prevent any harassment, violence, or unsafe conditions during the event. If the Company feels that their safety or the safety of their equipment is at risk, they reserve the right to cease performance until the issue is resolved. No refunds will be provided for any performance time lost due to safety concerns.
- **Alcohol & Substance Use:** The client agrees to monitor and manage the consumption of alcohol and other substances by guests to ensure that it does not adversely affect our performance or create a hazardous environment. The Company has the right to refuse requests or interactions with guests who appear to be overly intoxicated or under the influence of substances. The Company also has the right to refuse and discontinue service should this be the factor of them feeling unsafe.
- **Damage to the Venue:** The client is liable for any damage to the venue caused by equipment, provided such damage is a direct result of our actions and not due to venue conditions or other factors outside the Company's control. Any claims made by the venue for damages related to our performance must be communicated to First Class Event Services, LLC Representative within 24 hours of the event's conclusion.
- **Indemnification:** The client agrees to indemnify and hold harmless First Class Event Services, LLC from any claims, damages, losses, or expenses arising out of or resulting from the actions or conduct of the client or their guests during the event.

9. Equipment Liability

First Class Event Services, LLC is responsible for providing and maintaining professional equipment in good working condition for the event. First Class Event Services, LLC will ensure that all equipment is set up and tested prior to the event start time to ensure optimal performance. In the event of equipment failure, First Class Event Services, LLC will make every reasonable effort to resolve the issue promptly, including using backup equipment if necessary. The client is responsible for ensuring the venue provides the necessary infrastructure to support the equipment, including adequate power supply and space.

10. Equipment Liability

First Class Event Services, LLC is responsible for providing and maintaining professional equipment in good working condition for the event. First Class Event Services, LLC will ensure that all equipment is set up and tested prior to the event start time to ensure optimal performance. In the event of equipment failure, First Class Event Services, LLC will make every reasonable effort to resolve the issue promptly, including using backup equipment if necessary. The client is responsible for ensuring the venue provides the necessary infrastructure to support the equipment, including adequate power supply and space.

11. Performance Liability

First Class Event Services, LLC will perform the services as agreed upon in this contract to the best of their ability and in a professional manner. First Class Event Services, LLC will not be liable for any disruptions in performance caused by circumstances beyond their control, such as power outages, technical malfunctions, or restrictions imposed by the venue. In the event of the Company's inability to perform due to illness, injury, or other unforeseen circumstances, First Class Event Services, LLC will make every effort to provide a qualified substitute vendor. If a substitute cannot be provided, the client will be entitled to a full refund of any fees paid for the services not rendered.

12. Additional Costs

The following additional costs may apply to services provided under this agreement:

- **Travel Costs:** Travel expenses are not included in the base fee and will be the responsibility of the client. The client agrees to cover the cost of travel to and from the event venue. Travel costs include mileage, tolls, and other transportation expenses.
- **Lodging Costs:** If the event requires staff members to travel more than 100 miles from their home base, or if the event spans multiple days, lodging arrangements and costs will be covered by the client. If the client does not book lodging, the company will add the lodging costs to the final invoice.
- **Airfare:** If the event requires staff members to fly to the location, the client will cover the cost of airfare. This cost will be added to the final invoice if not arranged by the client.
- **Set-Up Costs:** The standard set-up time is included in the base fee. Any additional time required for set-up beyond 1 hour will incur a fee of \$150 per additional hour.
- **Other Additional Costs:** Any other unforeseen costs related to the event that are not covered by the base fee will be discussed with the client. These may include special equipment rentals, additional services requested by the client, or other expenses.

These additional costs will be itemized and added to the final invoice, which will be presented to the client after the event. The client agrees to reimburse these expenses in accordance with the terms outlined in this contract. Final costs will be charged to the client's credit card or card on file.

13. Card on File & Payment Authorization

To complete and validate this agreement, the Client is required to provide a valid credit or debit card to be held securely on file. This card will serve as a form of incidental security and will only be charged under the conditions outlined below:

- **Payment Coverage & Final Invoicing:** The card on file may be charged for:
 - Any outstanding balance not paid by the due date outlined in this agreement.
 - Any additional services, overtime, damages, fees, or expenses that arise during or after the event and are agreed upon or incurred per this contract.
 - Any late fees, cancellation fees, or charges specified in this agreement.
- **Primary vs. Backup Payment Method:** Even if the Client intends to pay by check, cash, electronic transfer, or other means, the card on file serves as a backup payment method to ensure timely and complete payment of any and all fees. This includes but is not limited to balances unpaid due to failed or delayed primary payment methods.
- **Authorization:** By signing this agreement, the Client authorizes First Class Event Services, LLC to charge the card on file for the purposes described above. A receipt for any such charges will be provided upon request.

- **Failed Charges & Penalties:** If a charge attempt is declined or disputed without cause, the following actions and penalties may apply:
 - A \$50.00 fee for each failed charge attempt.
 - A 5% late fee compounded weekly until the balance is paid in full.
 - Suspension of services for current or future events until the outstanding balance is resolved.
 - Referral to collections and legal action, including associated legal and administrative fees, if payment is not resolved within 30 days.
- **Security & Confidentiality:** All card data is securely stored and processed through our PCI-compliant payment processor. We do not store full card numbers in any local files or physical documents.
- **Disputes & Questions:** If you believe a charge was made in error, you may contact our billing department within 7 days of the charge for review and resolution.

14. Late Payment Penalties

In the event that payment is not received by the due date specified in the contract, the following penalties will apply:

- **Daily Late Fee:** A late fee of \$100 per day will be incurred for each day the payment is overdue, starting from the day after the payment due date.
- **Maximum Late Fee Duration:** This daily late fee will be applied for a maximum period of 30 days.
- **Legal Fees:** If the payment remains outstanding after 30 days, the account will be referred to a collection agency or legal counsel. Any costs associated with the collection or legal process, including but not limited to attorney fees, court costs, and additional administrative expenses, will be the responsibility of the client.
- **Payment Collection:** The company reserves the right to take legal action to recover any overdue amounts and associated costs if the payment remains unpaid beyond the specified period.

The client agrees to these terms and acknowledges that timely payment is crucial to maintaining the agreed-upon services and schedule.

Event Information

Type of Event: <input type="text"/>	Number of Guests: <input type="text"/>
Event Date(s): <input type="text"/>	DJ Package Requested: <input type="text"/>
Event Location: <input type="text"/>	Start/End Times: <input type="text"/>
Hours of Service: <input type="text"/>	Venue Name: <input type="text"/>

Venue / Manager Information

Name:

Address:

Phone:

Email:

Payment Information

Quoted:

Balance Due:

Due Date:

Payment Method:

Failure to submit the full payment by this deadline will result in the DJ's services being canceled for the event. However, the client will still be responsible for the total payment as stipulated in this agreement.

Client Name (Printed)

First Class Event Services Team Member

Client Signature

Date

First Class Signature

Date

Music & Entertainment Equipment

- ☐ PA Systems / Speakers
- ☐ Subwoofers
- ☐ Wireless Microphones (Handheld, Wireless, Lapel, Headset)
- ☐ Fog Machines / Haze Machines
- ☐ Trussing Systems & Mounts
- ☐ Lighting Systems (Uplighting, Spotlights, Dance Floor Lighting)

Notes

Furniture & Event Essentials

- ☐ Chiavari Chairs (Gold, Silver, White, Clear)
- ☐ Folding Chairs (White Padded, Black, Resin, etc.)
- ☐ Cocktail Tables
- ☐ Banquet Tables (Round, Rectangular)
- ☐ Bar Tables
- ☐ Mobile Bar Setups
- ☐ Pipe & Drape Systems (Blackout, Sheer, Luxury Fabrics)
- ☐ Lounge Furniture (Sofas, Ottomans, Coffee Tables, etc.)

Notes

Bar & Beverage Equipment

- ☐ Portable Bars
- ☐ Beverage Dispensers | Drink Fountains
- ☐ Ice Bins | Coolers
- ☐ Glassware Sets (Wine, Cocktail, Champagne, Rocks, Mugs, etc.)
- ☐ Coffee, Water, Tea Stations
- ☐ Signature Drink Stations Equipment

Decor & Aesthetic Enhancements

- ☐ Backdrops (Flower Walls, Sequin, Neon Signs, etc.)
- ☐ Centerpieces (Candelabras, Floral Stands, LED Bases, etc.)
- ☐ Table Linens & Runners (Variety of Colors & Fabrics)
- ☐ Charger Plates & Table Settings
- ☐ Themed Decor Packages (Rustic, Glam, Modern, Boho, etc.)

Structures & Outdoor Equipment

- ☐ Event Tents (Various Sizes & Styles)
- ☐ Tent Lighting & Draping
- ☐ Dance Floors (Wood, LED, White Gloss)
- ☐ Stages & Risers
- ☐ Outdoor Heaters / Misting Fans
- ☐ Canopies & Market Umbrellas

Photo & Guest Experience Rentals

- ☐ Photo Booths (Open-Air, 360, Enclosed)
- ☐ Props for Photo Booths
- ☐ Red Carpet & Stanchions
- ☐ Lawn Games (Giant Jenga, Connect Four, Cornhole, etc.)
- ☐ Custom Neon Signs (Pre-Made or Custom Phrase)

Miscellaneous & Support Gear

- ☐ Extension Cords & Power Strips
- ☐ Sandbags | Weights | Safety Cones
- ☐ Setup Tools & Utility Carts
- ☐ Storage Totes & Equipment Cases
- ☐ Safety Equipment (Safety Cones, Stop Signs, Parking Markers, etc.)
- ☐ Venue Cleaning Equipment (Brooms, Mops, etc.)