

# Rental Terms and Conditions

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*Everything Props*

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*Contact Information*

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# Rental Terms and Conditions

Customers who do not have an open account with PROP HAVEN, will be required to do the following:

- Payment of your rental fees in advance of picking up your order.
- A deposit equivalent to 50% of the replacement value of the items that has been rented.

OR

Cheques

Funds are verified on all cheques.

It will be PROP HAVEN'S policy to deposit all "deposit cheques". Deposits will be refunded when all of the props are processed by our Receiving Department, and it is determined that the order was returned on time and that there are not any charges for lost and damaged props. If there are late charges or charges for lost and damaged props, these charges will be deducted from the deposit and the remaining deposit funds will be returned to customer.

Credit accounts

In order for Customers to establish credit with PROP HAVEN we request that they complete a credit application. It will take 10 working days to review the application and if approved, to set up the account. In the interim, we will ask that the customer posts a deposit and pay the rental fees in advance of picking up the order. When applying for credit with PROP HAVEN, A customer will be required to provide us with the following information:

- A contact name and phone/fax number for Accounts Payable Department
- A purchase order policy
- A list of "authorized" account users - if use of account is being limited to specific individuals

## Weekly

Props will be rented and invoiced on a weekly basis. The rental period will begin on the day of pick-up and continues for seven days. At the end of the seventh day, we will allow one extra "grace" day to return props. For instance, if a customer were to pick up an order on a Tuesday, the props would be due back on the following Monday. The following Tuesday would be considered the "grace" day. If the props were not returned by 5 p.m. on Tuesday, the customer would then be charged for an additional week. Additional weeks are billed at the rate of 50% of the first week rental.