

Event Planning & Coordinating Event Rentals

**Exceeding Expectations Every Event** 

Deanna Poynter

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# DEANNA POYNTER – EVENT PLANNER & COORDINATOR WITH SEVERAL YEARS OF EXPERIENCE.



OUR TEAM SPECIALIZES IN CORPORATE/PRIVATE and NON-PROFIT EVENTS

#### **EVENT RENTALS & EVENT DECORATING**

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## Wedding Packages

Contact Deanna for your free consultation

#### Full Wedding Planning and Coordinating Package \$3220.00+GST&up

This package is designed to assist with your wedding planning and coordinating needs. This includes all meetings, budget, décor design, timelines, ceremony & reception site visit and floor plans.

As well, we book and coordinate the venue, vendors, food & beverage, entertainment, wedding party transportation, Marriage Commissioner etc., help with insurance and licencing, decor etc. We will coordinate the wedding rehearsal, wedding day ceremony and reception as well as supervise the set- up and clean- up.

#### **Wedding Planning Package**

\$1600.00+GST

This package is designed to assist you with your wedding plans, which consists of multiple client meetings prior to your wedding. Meetings will include discussions of referrals for venues, vendors, wedding party transportation, food and beverages, décor design, Marriage Commissioner etc., ceremony and reception site visit and floor plans, budget, timelines, décor, insurance and licencing etc.

#### Two Day Wedding Coordination Package

\$1680.00 +GST&UP

Designed for those who enjoy planning the details, however, you would like a hand making sure the specifics that you have planned for your special day are carried out so you, your family and guests are able to enjoy your day.

This package includes two meetings prior to your wedding day, venue setup supervision, wedding ceremony rehearsal, wedding day coordination.

#### **Extra Services and Charges**

Mileage Included up to 60 kms from Rocky Mountain House (\$0.70/km thereafter)

Venue Setup Charged by the hour @\$30.00 per person



## Private Event Packages

Anniversary - Birthday - Reunion Etc.

(Excludes Weddings –See Wedding Packages)

Contact Deanna for your free consultation

#### Full Planning and Coordinating Package (1 Event Day) \$2895.00 +GST& up

This package is designed to assist you with planning and coordinating for your private function. This includes all meetings, budget, décor design, timelines, site visit and floor plans, insurance, and licensing.

We will book and coordinate the venue, vendors, food & beverage, entertainment, décor design etc. It also includes the supervision for the set up of the event as well as coordinating the day of your event.

#### **Private Event Planning Package** (1-2 Day Event)

\$1400.00 +GST

This package is designed to assist you with the planning of your private event, which consists of multiple client meetings prior to your event date. Meetings will include discussions of referrals for venues, vendors, food and beverages, décor design, etc. venue site visit and floor plan, budget, timelines, insurance, licencing etc.

#### **Event Day Coordinating Package** (1 Event Day)

\$1600.00 +GST&UP

Designed for those who enjoy planning the details, however you would like a hand making sure the specifics that you have planned for your special day are carried out, so you are able to enjoy your day. These packages include two meetings prior to your event, supervision for the setup, as well as the event day coordination.

#### **Extra Services and Charges**

Mileage Included up to 60 kms from Rocky Mountain

House (\$0.70/km thereafter)

Venue Setup Charged by the hour @\$30.00 per person



## Non-Profit Packages

Contact Deanna for your free consultation

#### **Full Planning and Coordinating Package**

\$2895.00 +GST&UP

1-2 Day Event (Inquire for extra event days)

This package is designed to assist with all the planning and coordinating of your event. This includes meetings, budget, timeline, book and coordinate with the venues, vendors, food and beverage, entertainment etc. as well as help with insurance, licencing, advertising and brochures. We will coordinate the day(s) of the event as well as supervise the set up and clean up. Also includes the wrap-up meeting after the event.

#### **Planning Package** (1-2 Day Event)

\$1400.00 + GST

This package is designed to assist with all the planning of your event, which consists of multiple client meetings prior to the event date. The meetings will include discussions of venue selection and site visit, venue floor plan, budget, timeline, theme, vendor referrals, insurance and licencing, advertising, brochures etc.

#### **Day of Event Coordinating Package** (1 Day Event) \$1600.00 + GST&UP

Your group has made all of the plans and details for your event, however you would like a helping hand managing the specifics that you have planned for the day of event. We will help execute the details so you are able to enjoy the event. This package includes two meetings prior to the event, set up supervision, day of event coordination as well as a wrap up meeting after the event.

Note: 10% discount is given for any of Events By Deanna Inc. rentals required for your event.

#### **Extra Services and Charges**

Mileage Included up to 60 kms from Rocky Mountain

House (\$0.70/km thereafter)

Venue Setup Charged by the hour @\$30.00 per person



## Corporate Packages

Contact Deanna for your free consultation

#### **Full Planning and Coordinating Package**

\$2895.00 +GST&UP

1-2 Day Event (Inquire for extra event days)

This package is designed to assist with all the planning and coordinating of your event including
meetings, budget, timeline, décor design, book and coordinate the venue, venue site visit and
floor plan, vendors, food & beverage, entertainment etc. We will also help with insurance and
licencing, coordinate the day(s) of the event as well as supervise the set- up and clean- up.

#### Planning Package (1-2 Day Event)

\$ 1400.00 +GST

This package is designed to assist with all the planning of your event, which consists of multiple client meetings prior to your event. The meetings will include discussions of venue selection, venue site visit and floor plan, budget, timeline, theme, vendor referrals, décor design, insurance and licencing, adverting and brochures etc.

#### **Day of Event Coordinating Package** (1 Day Event)

\$ 1600.00 +GST&UP

Designed for those who enjoy planning the details for your event; however, would like a helping hand managing the specifics that you have planned. We will help to execute the details of the event so you are able to enjoy your event. This package includes two meetings prior to the event, supervise the set up and event day coordination.

#### **Extra Services and Charges**

Mileage Included up to 60 kms from Rocky Mountain

House (\$0.70/km thereafter)

Venue Setup Charged by the hour @\$30.00 per person



RECTANGLE LINEN SIZE								
		54"x 96" Banquet	50"x 120" Banquet	72" x 120" Banquet	60"x 102" Banquet	60"x 126" Banquet	90"x 132" Banquet	90"x 156" Banquet
Table Size (Standard 30" height)	30"x 48" Banquet	12" x 24" Drop	10" x 36" Drop	21" x 36" Drop	15" x 27" Drop	Too Large	Too Large	Too Large
	30"x 72" Banquet	12" x 12" Drop	10" x 24" Drop	21" x 24" Drop	15" x 15" Drop	15" x 27" Drop	To the Floor	Too Large
incigitt)	30"x 96" Banquet	Too Short	10" x 12" Drop	21" x 12" Drop	15" x 3" Drop	15" x 15" Drop	30" x 18" Drop	To the Floor

FITTED RECTANGLE available in 30"x 72" x 30" and 30" x 96" x 30".

		ROUND LINEN SIZE				
		70" ROUND	90" ROUND	108" ROUND	120" ROUND	132" ROUND
	30"	20"	To the	Too	Too	Too
	ROUND	Drop	Floor	Large	Large	Large
	36"	17"	27"	Too	Too	Too
	ROUND	Drop	Drop	Large	Large	Large
TABLE	42"	14"	24"	Too	Too	Too
	ROUND	Drop	Drop	Large	Large	Large
SIZE	48"	11"	21"	To the	Too	Too
	ROUND	Drop	Drop	Floor	Large	Large
(Standard 30" height)	54 <sup>"</sup> ROUND	8" Drop	18" Drop	27" Drop	Too Large	Too Large
	6o"	5"	15"	24"	30"	Too
	ROUND	Drop	Drop	Drop	Drop	Large
	66" ROUND	2" Drop	12" Drop	21" Drop	27" Drop	Too Large
	72" ROUND	Too Short	9" Drop	ı8" Drop	24" Drop	30" Drop



#### POLYESTER TABLE LINEN

RECTANGLE			FITTED	FITTED
SIZE	60" x 102"	60" x 126"	6 FT	8FT
PRICE	\$8.50	\$8.50	\$18.00	\$18.00
ROUND				
SIZE	70" x 70"	90" x 90"	108" x 108"	120" X 120"
PRICE	\$7.50	\$8.50	\$10.50	\$15.00

\*Please inquire for updated colors\*

Colors may not be exactly as shown.



**BEIGE** 60" x 102" rectangle 60" x 126" rectangle 90 x 90" round



**PURPLE** 60" x 102" rectangle 60" x 126" rectangle



**BURGUNDY** 60" x 102" rectangle 60" x 126" rectangle 90" x 90" round



**EGGPLANT** 60" x 102" rectangle 90" x 90" round



**BLACK** 60" x 102" rectangle 60" x 126" rectangle 6' fitted 8' fitted 70" x 70" round 90" x 90" round 108" x 108" round 120" x 120" round



**IVORY** 60" x 102" rectangle 60" x 126" rectangle 6' fitted 8' fitted 70" x 70" round 90" x 90" round 108" x 108" round



WHITE 60" x 102" rectangle 60" x 126" rectangle 6' fitted 8' fitted 70" x 70" round 90" x 90" round 108" x 108" round 120" x 120" round



**GREY/SILVER** 60" x 102" rectangle 60" x 126" rectangle 6' fitted 8' fitted 90" x 90" round



**RED** 60" x 102" rectangle 6' fitted 8' fitted 90" x 90" round



**ROYAL BLUE** 60" x 102" rectangle 60" x 126" rectangle 6' fitted 90" x 90" round



60" x 102" rectangle 60" x 126" rectangle 6' fitted 8' fitted 90" x 90" round



## TABLE OVERLAYS

	SATIN	ORGANZA			LACE
	60" x 60"	60" x 60"	72" x 72"	85" x 85"	60" x 60"
PRICE	\$9.00	\$9.00	\$9.00	\$12.00	\$12.00

\*Please inquire for updated colors\*
Colors may not be exactly as shown.



IVORY 72" x 72" ORGANZA



ROYAL BLUE 85" x 85" ORGANZA



GOLD 60" x 60" SATIN 72" x 72" ORGANZA



WHITE 60" x 60" ORGANZA



BLUSH 60" x 60" LACE



#### TABLE RUNNERS

SATIN	POLYESTER	ORGANZA
12" X 108"	12" X 104"	14" x 108"
\$5.00	\$5.00	\$5.00

#### \*Please inquire for updated colors\*

Colors may not be exactly as shown.





#### NAPKINS - POLYESTER

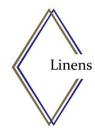
PRICE: \$0.85 EACH SPECIAL FOLD: \$1.60 EACH

\*Please inquire for updated colors\*

Colors may not be exactly as shown.



**CARAMEL** 



#### CHAIR COVERS - POLYESTER

PRICE: \$3.25

Colors may not be exactly as shown.



**BLACK** BANQUET chair cover FOLDING chair cover



**IVORY** BANQUET chair cover FOLDING chair cover



**WHITE** BANQUET chair cover FOLDING chair cover

#### **SASHES**

#### Colors may not be exactly as shown.

	SATIN	ORGANZA	POLYESTER	BURLAP
PRICE	\$2.25	\$2.25	\$2.25	\$2.50
SIZE	5" x 106"	5" x 106"	5" x 106"	5" X 102"



**BLACK** 

**SATIN** 

**ORGANZA** 



**GREY/SILVER** 

- **SATIN**
- **ORGANZA**
- **POLYESTER**



**EGGPLANT** 

- **SATIN**
- **ORGANZA**



**WHITE** 

**SATIN** 



**BURGUNDY** 

**SATIN** 



**NAVY BLUE** 

**SATIN** 



TURQUOISE

**SATIN** 



**GOLD** 

**SATIN** 



**PINK** 

**ORGANZA** 



**BURLAP** 



**BLUSH** 

**SATIN** 



**PURPLE** 

**SATIN** 



**IVORY** 

**SATIN** 



**ROYAL BLUE** 

**SATIN** 



#### **VASES**



CYLINDER 12" x 4" DIA. \$3.00



CYLINDER 10.5" x 3.5" D \$3.00



CYLINDER 9" x 3.5" DIA. \$3.50



CYLINDER 8" x 4.5" DIA. \$ 3.50



CYLINDER 5.5" x 3.75" DIA \$ 3.50



CYLINDER FROSTED W/WORDS 4" x 3.5" D. \$2.00



CYLINDER 3.5" x 4" W \$2.00



CYLINDER 11.75" x 3" W \$3.00



VASE 9.5" H x 1" DIA. \$2.00



EIFFEL TOWER 20"T \$5.00 23.5"T \$5.00



BIRCH CYLINDERS ASSORTED SIZES APPROX. 7" T \$6.00



MASON JAR W/BURLAP BOTTLE W/TWINE \$1.50 EACH

# Table Top Decor

#### **VASES**



SQUARE 6" x 6" x 6.5"T \$3.50



SQUARE 6" x 6" x 4" T \$3.50



SQUARE 3" x 4" x 5.5" T \$3.50



SQUARE 4" x 4" x 4" T \$2.50



WOODEN BOXES 4.5"W x 8"L x 5.5"T WHITEWASH/EXPRSSO/ NATURAL \$6.00 EACH



GLOBE WHITE 5.5" x 4" opening \$3.50



GLOBE CLEAR 5.5"T x 4" opening \$3.50



GLOBE CLEAR 4"T x 15"D x 3" opening \$2.50



BRASS ASSORTED SIZES AND STYLES \$1.75 EACH

#### **LANTERNS**



VINTAGE WHITE 6.5" SQ x 17" T \$10.00



WHITE
W/GLASS
6" SQ x 11" T
\$9.00



IVORY W/GLASS 5" DIA x 8" T \$5.00



#### **MIRRORS**



ROUND MIRROR 12" DIAMETER \$4.00



**SQUARE MIRROR** 8" x 8" \$ 2.50

#### **VOTIVE/TEALIGHT HOLDERS**



**BLACK W/STAND** 14" T, 2.5" HOLDER 2.5" T x 2.75" open \$3.50



**GLOBE CLEAR \$0.75** 



**VOTIVE FROSTED** 2.5"T x 2" open \$0.75



**VOTIVE CLEAR** 2.5"T x 2.5"W open \$0.75



FLAT TOP CLEAR 3"W x 1"T x 1.75"open \$0.50



**VOTIVE GOLD** 2.5"T x 2"W open \$0.75



**BUBBLE TEALIGHT CANDLE HOLDER** 2"T x 3"W x 1.75" \$0.75



**VOTIVE BIRCH** ASSORT SIZES/WIDTH \$1.50



**TEALIGHT LANTERN** (batteries not included) 2.5"W x 4.5"T \$2.00



#### VASE/VOTIVE FILLERS



CLEAR CRYSTALS-LARGE/SMALL
RIVER ROCKS-ASSORTED SIZES
ROYAL BLUE GEMS
PINK CHIPS & CRYSTALS
BLACK SAND
\$1.00 per cup
WHITE/IVORY PEARL STRINGS
6" long
\$1.00 each



OSTRICH FEATHERS 18" – 22" LONG \$2.75

#### **TABLE NUMBERS & HOLDERS**



OVAL BIRCH APPROX 5" x 3"T \$1.50



STAINLESS STEEL 12" T \$3.00



WHITE PAPER BLACK LETTERS 4" W x 5"T \$0.75



NATURAL WOOD EASEL 5"T x 3"W \$0.25



CLEAR ACRYLIC EASEL 4"T x 3"W \$0.25



#### **CARD HOLDERS**



BIRDCAGE-METAL WHITE 6" x 8.5" x 18"T \$20.00



BIRDCAGE-METAL IVORY 8" x 10" x 16"T \$20.00



TWO TIER BOX-CARDBOARD 10" x 10" x 12"T \$20.00



SUITCASES BROWN, BLUE, WHITE \$23.00 each

#### **CERMONIAL**



UNITY SAND CYLINDER SET
GLASS
\$15.00







PILLAR CANDLES IVORY 4"H, 5"H, 6"H 3" DIA. \$5.00



FAIRY LIGHTS COOL LIGHT 4" APART \$1.75



FAIRY LIGHTS WARM LIGHT 4" APART \$1.75



FAIRY LIGHTS COOL LIGHT 2" APART \$1.75



TEALIGHTS WHITE, BLUE, MULTI \$1.75



TEALIGHT WARM \$1.75



PUCK LIGHTS MULTI COLOR 2.5" ROUND \$7.25



CANDLESTICK WARM 8.5" T \$1.50

<sup>\*</sup>Batteries not included in the above

#### PLACE SETTINGS





WHITE
DINNER PLATE 10.5"
\$0.45
DESERT/SALAD
7.5" \$0.40
SOUP BOWL
7" \$0.40
CUP 80z. \$0.40



CHARGER PLATES SILVER/GOLD \$2.00



WINE 80z GLASS \$0.50 CHAMPAGNE 60z FLUTE \$0.50



FLATWARE TABLESPOON KNIFE FORK TEASPOON \$0.30 each

#### **BEVERAGE & CONTAINER DISPENSERS**



WATER OR WINE CARAFE 1L GLASS \$3.00



BEVERAGE DISPENSER 6L PLASTIC \$10.00



BEVERAGE DISPENSER STACKABLE PLASTIC \$6.00 EACH



BEVERAGE DISPENSER GLASS LIGHT GREEN 10L \$22.00



PUNCH BOWLS – GLASS W/LADDLE \$15.00



COFFEE URN – STAINLESS 60 CUP \$18.00



#### **UTENSILS**



CAKE/PIE SERVER SET CLEAR ACRYLIC \$10.00



CAKE/PIE SERVER SET STAINLESS STEEL \$10.00



SERVING SPOON 15" PERF. \$0.75 SERVING SPOON 15" \$2.50



TONGS STAINLESS STEEL \$2.50

#### **SALT & PEPPER SHAKERS**



SALT & PEPPER SHAKERS
GLASS
\$0.75 EACH

#### DESERT - CONTAINERS/TRAYS/STANDS



COOKIE OR CANDY JARS GLASS 4 LITRE \$8.00 2 LITRE \$5.00



DESERT STANDS CLEAR GLASS \$5.00 EACH



DESERT
STANDS
GLASS
FLORAL &
SAGE
GREEN
\$5.00
EACH



DESERT
STAND
WHITE 4
TIER
PLASTIC
\$20.00



DESERT STANDS WHITE 6 TIER PLASTIC \$65.00



DESERT STAND CLEAR 3 TIER GLASS \$10.00



#### MOBILE BAR & EQUIPMENT



MOBILE BAR RESIN & WICKER \$150.00

STAINLESS \$2.00

BLACK \$4.00



BUSSING TUBS \$3.50



WATER PITCHER 1L \$2.50



SHOT MEASURING GLASS \$1.00 EACH





BOTTLE OPENERS



LIQUOR
DISPENSER 6
BOTTLE
ROTATING
\$10.00



PRE MEASURE LIQUOR TOPPERS \$ 3.00



DRINK SHAKER PLASTIC \$3.00









ICE BUCKET METAL \$7.00

ICE BUCKET METAL & VINYL \$7.00

BAR SIGN \$10.00

DRINK SIGN \$10.00



#### LIGHTING - PLUG IN



PAR 38 SPOT/UPLIGHTING MULTI COLOR \$40.00



FAIRY LIGHTS WARM, COPPER WIRE 100' \$35.00



STING LIGHT VINTAGE BLACK CORD 48' \$30.00



STRING LIGHTS GLOBE BULBS WHITE CORD 50' \$ 40.00 100' \$ 80.00



GREEN STRING LED LIGHTS GREEN CORD \$5.00



WHITE STRING LED LIGHTS WHITE CORD \$5.00







#### **ARCHES**



LATICE W/WILLOW NATURAL COLOR \$150.00



DOORS W/FRAME WHITE WOOD \$150.00



OCTAGON NATURAL WOOD \$150.00



COLONNADE WHITE PLASTIC \$150.00



STANDARD SHAPE NATURAL WOOD \$125.00

#### **PILLARS**



WHITE PLASTIC 16.5" SQ. TOP 32" TALL \$30.00



WHITE PLASTIC 9.5" SQ. TOP 56" TALL \$40.00



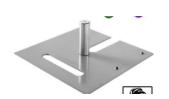
WHITE PLASTIC 9.5" SQ. TOP 71.5" TALL \$40.00



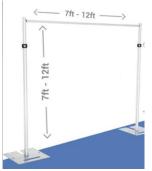
WHITE PLASTIC 13" SQ. TOP 72" TALL \$40.00



#### **POLES & HARDWARE**



18" x 18" BASE PLATE -METAL \$ 5.00



BACKDROP UPRIGHT 7'-12' \$9.00 CROSS BAR 6'-10' \$5.00



POLE SLEEVES BLACK, WHITE OR IVORY 20' \$10.00

#### **CLIK CLIK CEILING SYSTEM**



GREEN EXTENDABLE POLES 6' – 23'	\$60.00
MAGNET HOLDER 24" W	\$18.00
MAGNET HOLDER 6" W	\$12.00
MAGNETS	\$ 3.00



#### **BACKDROP CURTAINS - POLYPREMIER**

Colors may not be exactly as shown.



#### **BACKDROP SHEERS - VOILE**

Colors may not be exactly as shown.



#### BACKDROP DÉCOR



GOLD LEAF PETAL BACKDROP \*black curtain not included 5' x 6' T \$15.00



HOOPS WITH FLOWERS & LIGHTS \*white sheer & top greenery not included \$40.00



#### **CEILING SHEERS**





WHITE VOILE 10'W x 30'L



IVORY \$35.00 VOILE 10'W x 30' L

\$35.00

#### **CHANDELIERS**



IRRIDECENT 28"T x 10" HOOP \$25.00



BLACK METAL 9"T x 4" TOP x 7.5" BOTTOM \$6.00



SILVER BALLS W/LIGHT 36"T x 16" HOOP \$35.00



MAKE YOUR OWN 18"T x 15.5"W METAL \$12.00



#### **PODIUMS**



OAK WOOD \$75.00



BROWN WOOD \$75.00

#### **DISPLAY ITEMS**



WHITE METAL CANDELABRA 15"W x 50"T \$30.00



WOOD LETTERS

24" \$20.00 per letter

12.5" \$10.00 per letter



WHISKEY BARRELS \$75.00



#### WOOD BOXES, CRATES & FLORAL HOLDERS



FLOOR WOOD BOX 24" SQ. x 30"T \$50.00



CRATE BOXES- WHITE OR BROWN 18" x 12.5" x 9"D \$6.00



BLACK METAL FLORAL HOLDER \$20.00



WHITE METAL FLORAL HOLDERS \$12.00



## Display and Display Holders

#### **DISPLAY HOLDERS**



BLACK WOOD EASEL 70" H x 44" W \$25.00



WHITE A-FRAME SIGN HOLDER 30"H x 20"W INSERT \$25.00



WHITE WOOD LADDER 57"T x 20"W \$30.00



BARN WOOD EASEL 40"H x 13" W \$20.00



WHITE/BLACK CHALKBOARD SIGN W/STAND



WHITE STAND UP PICTURE FRAME HOLDS 5" x 7" PICTURES \$20.00



BARN WOOD EASEL 30"H x 13" W \$20.00



WHITE SEATING CHART FRAME WOOD \$15.00



#### SHEPPARD HOOKS



BLACK METAL SHEPPARD HOOK SMALL - 6.5"W x 35" T \$2.00



BLACK METAL SHEPPARD HOOK LARGE - 11.5"W x 64" T \$7.00

WHITE WOOD FRAME &

**STAND** 

\$60.00

#### PHOTO BOOTH FRAME

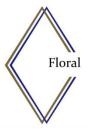


SIGNS - WEDDING



WHITE/BLACK A FRAME SIGN PICK A SEAT NOT A SIDE \$20.00





We have many artificial trees, artificial greenery and silk florals.

We customize arrangements for any occasion, banquet, or side table décor.

Please call for more information and colors.









CIGARETTE TOWER	\$35.00
CIGARETTE CANS W/STAND	\$ 8.00
BLACK PLASTIC GARBAGE CONTAINER	\$ 8.00
BLUE PLASTIC RECYCLE BOX	\$ 6.00
CLEAR UMBRELLAS	\$ 4.00



EPSON PROJECTOR \$125.00



PROJECTOR SCREEN 100" x 100" W/STAND \$75.00



#### **Deposits and Cancellation Terms**

**Event Planning and Coordinating Package** – A 50 % deposit is required at the time of booking and balance to be paid in full 30 days prior to the event.

If the client terminates the agreement for any reason more than 30 days before the scheduled event, the client will forfeit the deposit(s) paid to Events by Deanna Inc. and the client shall reimburse Events by Deanna Inc. for all out-of-pocket expenses. If the client terminates the agreement for any reason within 10 days of the scheduled event, the full fee is payable to Events by Deanna Inc. and the client shall reimburse Events By Deanna Inc. for all outstanding out of pocket expenses.

**Rentals**-A 50 % deposit is required at the time of booking and balance to be paid in full 30 days prior to the event.

If the client terminates the agreement for any reason more than 30 days before the scheduled event, the client will forfeit the deposit(s) paid to Events by Deanna Inc. and the client shall reimburse Events by Deanna Inc. for all out-of-pocket expenses. If the client terminates the agreement for any reason within 10 days of the scheduled event, the full fee is payable to Events by Deanna Inc. and the client shall reimburse Events By Deanna Inc. for all outstanding out of pocket expenses.



#### **Rental Items**

**Damaged or Lost Rental Items:** Any items missing or damaged will be charged at replacement cost. The Client is to inform Events By Deanna Inc. upon return if item is damaged or missing.

Replacement cost will be charged for linen that has wax/wax stain damage, mold, felt pen, crayon, glue etc.

Events By Deanna Inc. will notify you within 30 days of the event if damaged or missing items have been discovered, upon sorting, laundering and counting.

Renter assumes full responsibility of the items upon possession and agrees to pay full cost for lost or damaged items.

Events By Deanna Inc. does not offer a damage waiver.

**Pickup and Drop off** -Please make arrangements for pickup and drop off dates and times.

**Delivery and pickup service** is available for rental items. Please inquire for cost and mileage (if applicable).

All rental items must be taken down or taken apart as received, packaged and placed back into proper containers, cleaned if necessary, prior to pick up.

GST IS NOT INCLUDED IN ANY OF THE PRICES SHOWN.