



## Hummingbird Floral Rental Agreement

All contracts of Renters shall be deemed to incorporate these terms and conditions:  
All orders must be confirmed and paid in full payment 3 days before the event.  
Rentals availability can only be ready and guaranteed after the full payment or deposit.  
50% of the deposit must be paid at least 1 week before the event. Otherwise, we will charge the full payment by credit card. To pay for the deposit, please bring a cheque (made payable to Hummingbird Floral) for a security deposit to Hummingbird Floral or notify us to pay by credit card. Email [hummingbirdfloral02@gmail.com](mailto:hummingbirdfloral02@gmail.com) if you have any questions.

**Last Minute Orders:** A 25% surcharge on the entire order, including delivery charges, will be applied to all orders confirmed less than 72 hours (about 3 days) from the scheduled time of Delivery.

**Cancellation Policy:** Any order cancellation is subject to a 25% restocking fee. If cancellation happened after the goods have been delivered or during the transit to the site, the company reserves the right to invoice the full rental charge + 25% restocking fee.

**Change Policy:** No changes can be made to a confirmed rental less than 3 days before the scheduled delivery or self-pickup. If changes require less than 3 days prior to a scheduled delivery or self-pickup, a rush charge of 10% will apply.

**Quotes:** All estimates are valid for 15 days (about 2 weeks) from the day of issue; the company cannot guarantee the availability of quoted stock until the Renter has confirmed the rental quote. Once you receive the quote from us, please note that the Rental Agreement should be filled out and sent back to [hummingbirdfloral02@gmail.com](mailto:hummingbirdfloral02@gmail.com) so we may confirm your rental order and start to charge the payment by credit card or the cheque you brought to us.

**Cleaning Charge:** Please return all items in the same, clean condition they were when you checked them out, if cleaning service is needed, please notify. A \$1 cleaning fee will be charged for each candle holder & glass shade.

**Rental Items Picked up by Driver After Event:** The latest time for picking up the rental items by drive at the event site should be 11pm. There will be an extra charge of \$20 for every additional hour.

**For pickup order:** Please arrange your schedule timely, we ask Renters to check out 1

business day in advance of your event and return 1 business day after your event.  
(For weekend event, please return next day after the weekend)

**Items are not for rental:** We understand some of you might need candles for your gorgeous event! We have candles available in our inventory. Please notify us to hummingbirdfloral02@gmailcom for any inquiry.

**Damage or Missing Items:** Any Items that are damaged, missing or not returned or negligence will incur a replacement charge that will be billed to your credit card on file. If damaged or missing Items happen on Hummingbird Floral delivery, you must inform Hummingbird Floral within 2 hours once delivery to your event site. Please provide the pictures as evidence. Hummingbird Floral will inspect it and try its best effort to replace the Items at no additional cost and waiver the fee of damages or missing Items.

**Limited of Liability:** You agree that you will display and use the Items only as instructed by Hummingbird Floral. Hummingbird Floral shall not be responsible for any injury, damage or loss sustained from use of the Items by you, your guests or other event contractors. You agree to indemnify and hold harmless Hummingbird Floral and its agents, employees, contractors and assigns, from all loss, liability, claims or expense directly or indirectly arising out of the use of the Items.

***I certify that I have read this document and I fully understand this agreement and agree to be bound by the terms and conditions set forth above***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_