# **Backdrop Rental Terms and Conditions**

All backdrops are inspected both, prior to leaving our facility and upon return to our facility. Please notify our offices immediately of any damage or concerns.

## **Duration of Rentals:**

The standard period for renting a backdrop is seven (7) days plus shipping time.

## **Deposit:**

A 50% deposit of the total due must be paid before confirmation of the booking will be given.

#### **Full and Final Payment:**

The final payment is due and payable a minimum of thirty (30) days prior to shipping of the backdrop from our facility.

# Method of Payment:

Payment may be made by check or credit card (Visa, MasterCard). In addition, a completed Credit Card Authorization Form **or** prepaid/refundable security deposit of \$250.00 is required. The Credit Card Authorization Form should be signed and faxed or mailed to our offices.

## **Security Deposit:**

This is to cover the cost of any damage and/or late returns and is held until drop is received back at our facility and checked.

## Damages:

The company or individual renting the backdrop is responsible for any loss of or damage to the backdrop from the time it leaves our facility until the time it is received back. Damage includes but is not limited damage to canvas or painted surface from water, tape or other incident; cut canvas or tie line; pins, tape or any other fasteners. Damage fees are assessed per drop. If the backdrop is damaged in any way or is missing tie lines, please contact us immediately to avoid any fees.

## **Alterations:**

No alterations are permitted to be made to the backdrops whatsoever. No painting, stapling, sewing, tacking or changing the form of the backdrop in any way. The company or individual renting the backdrop will be held liable for all repairs or replacement costs and will be billed accordingly.

#### **Insurance:**

Before a backdrop is shipped, arrangements must be made by the company or individual renting a backdrop to insure it for the cost of replacement or damage. The Insurance policy must name J. Galt Design as an "Additional Insured" in the liability policy which must in turn be faxed to our offices before the backdrop is shipped. The company or individual may alternatively purchase a damage waiver for 15% of the rental fee.

# Shipment:

All backdrops are shipped from our warehouse via FedEx. All backdrops shall be returned using the enclosed prepaid return shipping label and sent on the next available business day. Shipping by other currier is done so at the customer's expense. The customer assumes all liability involved. Failure to do so may result in the incurring of late fees.

# Late Returns:

The fee paid for the rental of the backdrop is for the duration of the rental period only. Any period in excess of the agreed rental period will result in a charge of fifty dollars (\$50) per day, per drop.

#### **Cancellations:**

Companies or individuals who cancel a booking up to thirty (30) days before the ship date of the backdrop will receive their deposit back less a cancellation fee of one hundred dollars, (\$100.00). Cancellations twenty-nine (29) days or less before the ship date of the backdrop will incur the full rental fee.

#### **Responsibility:**

Responsibility for proper care, shipping and late fees for the backdrops lie with the person who books the rental and signs the agreement; regardless of whom the tasks may be assigned.

We thank you for choosing J. Galt Design for your backdrop and scenery needs. We strive to provide our customers with outstanding customer service and superior quality.

J. Galt Design P.O. Box 89 • Wilton, CT 06897 • Ph. 203-769-6243 www.jgaltdesign.com