

**Rental Only Contract**

Austin's Elite - Event Staffing & Rentals  
10421 Old Manchaca Road Suite 210 Austin, TX 78748  
(512) 804-5851 hr@wehelpyouparty.com  
www.wehelpyouparty.com

**This form is only required to be submitted if you are renting our event rentals without our staff on site.**

Client Contact Information

Company/Client First & Last Name

Payor Name

Phone Number

Payor Email Address

Street Address

City

Zip Code

State

Country

On Site Contact Name & Phone #

Address/Location Rentals will be used:

**Please review the following information thoroughly. Please note. This is a binding contract.**

This agreement is between \_\_\_\_\_ and  
Haley Staffing DBA Austin's Elite. Dated today's date of \_\_\_\_\_.

Payments: 50% deposit to book your rentals. Full payment for rentals is due 7 days prior to your pickup/drop off of rentals. There will be an additional admin fee for all rental pickups drop off based off the caliber of the gear you are renting.

Cancellations: Austin's Elite office hours are Monday through Friday from 9:00 am to 5:00 pm. Cancellations must be submitted more than or up to (72) hours prior to the date of your rental pickup/drop off. Any cancellations/changes to your rental invoice that are made between (48) hours prior to your event will be subject to 50% of the estimated invoice. Cancellations made within twenty-four (24) hours of rental pickup/drop off will be subject to no refund. All cancellation notifications must be: made in writing, submitted to AES during working business hours, and acknowledged by AES personnel. Voicemails are not an approved cancellation method. Any cancellations that need to be made outside of business hours will need to be

submitted via email and accompanied by a voicemail. Austin's Elite office # is (512) 804-5851. Emergency number is (512) 840-9080.

Late Payments: If final balance is not paid by the the aforementioned due date, we will run the card on file and send you a receipt by email. There will be a \$50/per day late fee added to invoice for everyday payment is not received past the 'due date' until payment in full is received.

Lost/Damaged Items: All items that are lost, not returned, or come back damaged are subject to replacement fee in **full** for the items that were compromised.

Force Majeure: Not withstanding anything to the contrary in this agreement, if the provisions of staff by Austin's Elite are delayed for any reason beyond its control, including inclement weather, government acts, or mother nature, or the client's interference with services, Austin's Elite shall not be held in breach of this agreement.

Termination: This Agreement shall remain in effect until either party terminates this agreement upon 30 days written notice to the other Party.

You acknowledge that by submitting this contract you are required to remit to Austin's Elite the balance of the invoice for services requested for the date listed, no later than 7 days prior to the date of your rental pickup/drop off.

By submitting this contract you agree with the terms of this agreement.  
Thank you for choosing Austin's Elite, we look forward to serving you!

Client Signature: \_\_\_\_\_

Client Date: \_\_\_\_\_