
1. RESERVING EQUIPMENT:

Equipment will be reserved upon receipt of a 50% deposit of estimated goods and services. This deposit is nonrefundable.

2. PAYMENT: Final adjusted amount will be due 5 days before the event, additional items may be added during this time if necessary and/or available. Reduction of count of rental items must be made at least two weeks prior to the rental date, no exceptions. These amounts do not include any required damage/cleaning deposits, or amounts due resulting from loss of goods or damage to them.

3. CANCELLATION POLICY: AETR recognizes that plans can and do change, sometimes on short notice. If there is a change in CLIENT'S plans, e.g. cancellation or postponement of the event; AETR reserves the right to retain up to any and all amounts paid or due as of the date of receiving notice of the change.

4. ACTS OF GOD: In the unlikely event that a member/members of AETR'S staff are unable to do so due to illness, disease, accident, or injury to prepare for and attend the event, AETR reserves the right to find substitute staff, companies, and/or subcontractors, to conduct the event.

5. RENTAL ITEMS: All **Tableware** is delivered clean and ready to set. All tableware must be returned clear of food matter, rinsed and in provided handling racks. Failure to do so will result in an additional \$100.00 surcharge. CLIENT agrees to pay replacement cost for any missing or damaged items. **Linens** will be placed by AETR. Following the Event, CLIENT will remove food/debris from linens and leave them on all tables as

originally placed, with sides drawn up. **Linens should not be placed in plastic bags or containers of any kind.** CLIENT will be responsible for replacement when damages fall beyond normal wear e.g. Sterno burns, candle wax, cuts/holes, linens used as cleaning cloths. **Decorations and Additional Rental Items (with the exception of items used for food and beverages):** Following the Event, CLIENT will remove all items placed into or on decorations and leave them where they were placed during the event. CLIENT will be responsible for replacement when damages fall beyond normal wear. All rental items used for food and beverages must be rinsed clean and left in the kitchen area on the counters. As with Tableware rentals – food/beverage debris not removed from rentals is subject to a surcharge for the additional handling.

On-Site Services & Rentals

Provided by
An Event to
Remember

List Current 03/12
Prices subject to change

Phone: 503-362-9185
Fax: 503-362-0307
E-mail: info@johannaespini.com
An Event to Remember
187 High Street Northeast
Suite 400
Salem, Oregon 97301



On-Site Services

Coordination & Assistance with Set up and Clean Up—Day Of Event \$300

Officiant Services \$100

OLCC Server (1 per 100 Guests) \$20/Hr

Security (Required w/ Alcohol) \$20/Hr

Bus Service & Washing (2hr limit) \$100

On-Site Rentals for Ballroom**Linens**

Black Linens, 108” Round \$7/Ea

Color Linens, 120” Round \$11/Ea

Color Linen Overlay, 70”x70” \$5/Ea

Color Taffeta Overlay, 72”x72” \$7/Ea

Color Satin Runner, 14”x108” \$4/Ea

B/W/I/C Linens, 85”x85” \$5/Ea

Rectangular Fitted Linen, Black \$7/Ea

Organza Chair Sash \$.75/Ea

Crinkle Satin Chair Sash \$1/Ea

Table & Drinkware

Dinner Plate (Ivory 9”) \$.20/Ea

Dessert Plate (Ivory 5.5”) \$.20/Ea

Beverage Glass (10 oz) \$.20/Ea

Dinner Fork (Heavyweight) \$.20/Ea

Dinner Knife (Heavyweight) \$.20/Ea

Dessert Forks (Lightweight) \$.10/Ea

Wine Glass (8.5 oz) \$.30/Ea

Silver 13” Charger Plate \$.75/Ea

.5 oz Salt & Pepper Shakers \$.50/Set

55 Cup Coffee Maker \$5

Water Pitchers \$2/Ea

Beverage Table ~ \$25
(Coffee Maker, Tea Carafe, 3) 2.5 gallon
Acrylic Dispensers, Black Linen)Dessert Bar / Candy Table \$25
(10 Glass Containers & Scoops, Black Linen)**Decorations**

Bird Cage Card Holder \$2

Ring Bearer Pillow (White) \$2

Flower Girl Basket (White) \$2

Decorative Cake Cutting Set \$5

Chalk/Dry Erase Easel \$5

Clear / White Glass Drops & Marbles \$10

Cylinder / Round Vases \$1/Ea

Hurricane Vases \$1/Ea

Votive Holders W/Tea Lights \$.25/Ea

Square Mirrors \$1/Ea

Metal Place Card Holders \$1/Ea

White Picture Card Holders \$1.50/Ea

Picture Frame Easel \$2

Bunting for Head Table Railings \$10

Pew Klips for Theatre Aisle \$.50/Ea

Artificial Rose Petals (Red) \$10

White Satin Aisle Bunting \$40

White Fabric Aisle Runner \$35

All items will be placed ready for your use with the exception of detailed place settings and items rented from other sources.

Chair Covers are available through Hayward’s Decorations in Black, White, Ivory, Chocolate or Maroon. Rental arrangements, set-up and tear down for covers need to be made by the Clients – 360.910.0844
