

# INTIMATE GATHERINGS

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A personal event big or small still requires a lot of thought and planning in order to wow your guests! Renting your table linens and centerpiece decor is an easy way to decorate a space without the hassle of "what am I going to do with all this stuff?!" after your event.



Expecting more people than you anticipated? Most people don't have an extra 12 wine glasses on hand or 50 extra dinner plates, our rentals can save you time, money and stress! Paper and plastic dinnerware aren't the friendliest when it comes to the environment, can be costly and aren't nearly elegant enough for your event. With a wide variety of dinnerware and glassware products along with serving dishes and utensils, our rental products are sure to provide your event with the elegance it deserves and you don't have to do dishes!

Next time you're planning a special occasion, whether it be a dinner party, baby shower, Christmas party or anniversary stop by our showroom and let us help, no event is too big or too small!

## DESIGN AND CONSULTATION

Located at 2642 Millar Ave Saskatoon you will find our massive 7000 SQ. FT. showroom filled with displays, designs, and our consultants. Our showroom is open 6 days a week and walk-ins are always welcome. We provide consultation and design services at no charge. Whether you make an appointment or simply pop by we are happy to assist you.

Whether it's an anniversary party, a birthday, a baby shower, or an intimate dinner party you want to show your guests how much you care! Our team of rental consultants and onsite event management will ensure that your event is a success. We have been helping individuals dream, plan and celebrate their perfect event for over 30 years and would love to share our expertise with you, Let us help you dream.

A few things you might want to have on hand for us to help you dream at your consultation would be:

- Fabric or color swatches you are going to use
- Items you already have and wish to incorporate into your event
- Phone/camera- Yes, you are allowed to take pictures in our showroom and of your rental items
- Pinterest boards are encouraged! Any pictures or visual inspiration that you have found are always helpful

## EVENT SERVICES

Our consultants not only have an eye for design, but also for detail. We do not package our services together, but rather let you choose which services you need for your event. When deciding on rental services, you have the following options:

### **Floor Plans & CAD Drawings**

We can design CAD drawings to advise on the best layouts to maximize space and sightlines.

### **Delivery &/or Pickup**

For your convenience we can provide you with delivery, pickup, or both!

### **Set up & Tear Down**

Sometimes you just need a helping hand and our event team can provide just that! From simply folding the napkins, to setting up the entire look, our team is trained to provide phenomenal service for any event.

After the meals have been eaten and the celebration has wrapped up, The last thing you want to do is take off chair covers and scrape dishes. Let our tear down crews take care of the mess so you don't have to!

### **Day of Services & Event Coordination**

We offer a unique perspective when it comes to your event decor set up because we've been there with you! Having one of our event specialists provide day of services and onsite management can be a life saver. Day of services and Event Coordination can include set up/tear down of décor, instructing volunteers, or venue staff on décor placement, vendor & venue communication and coordination, and act as the go to person on site to make sure everything runs smoothly.

Provided at the end of this package are sponsorship and credit applications.

### **For More Resources:**

**See our Planning Guide resource to learn more about planning your Intimate Gathering from how much space is needed for guest seating to dance floors, or how much wine to expect for cocktail hour.**

# INTIMATE GATHERING FAQ'S

## Why rent when I can buy?

Renting your decor has a ton of perks! When you rent, you save money, time and have access to a knowledgeable rental consultants professional advice.

## Do you deliver and pick up out of town?

Yes, we are able to deliver and pick up your rentals from anywhere in Saskatchewan. All deliveries and pickups are subject to additional fees.

## Do I have to wash my linen and clean my dishes?

One of the many perks of renting is that we do all the dirty work for you! When you do a linen rental with us, we provide you with laundry bags to safely pack up your used linens for their return. For all dishware, glassware and flatware rentals, we kindly ask that the dishes are scraped free of food and rinsed with clean water prior to packaging them back up in the plastic crates provided for safe and easy transport.

## Can I pick-up my own rentals?

Yes! We allow all rentals to be picked up. Please ensure that you have the appropriate vehicles and straps for hauling your items.

## Can I see how my rentals will look together?

We offer a consultation room that allows our clients to see a complete vision of all their rentals together. Equipped with backdrop hardware and 3 types of tables, we work with you to bring your vision to life by pairing linens, centerpieces and different chair options.

## If I want something that I don't see available, what are my options?

With over 5000 unique rental products, we will be sure to have an alternate option to create your dream! If there is not an option available for you, we are more than happy to discuss a custom order.

# INTIMATE GATHERINGS FAQ'S

## **What does my Rental Protection Plan (damage waiver) cover and can I decline it?**

Your rental protection plan (damage waiver) is 12% of your total rental cost and is automatically added to the contract at the time of reservation. Since all events are different and unpredictable, a damage waiver will cover all those accidents that may occur such as a dropped glass or a coffee or wine spill! The damage waiver will not cover any abuse or neglect to the rentals this includes candle wax, marker or mold from improper storage of items. If the rental protection plan (damage waiver) is declined, it must be done prior to the rental items being picked up. The client is responsible for paying a full replacement cost on all damaged rental items if any signs of abuse or neglect is noted.

## **Do I pay a deposit and how does it work?**

A refundable security deposit of approximately 25% is required on rental items (some rental items security deposit vary). Your deposit will be paid at the time of booking and guarantees your order, however it does not act as a damage deposit. We accept debit, credit or cash for all deposits. Once your rental items have been returned, accounted for and in good order, we refund your deposit back to you by the same means it was paid by.

## **When should I book my rentals?**

Our rental inventory is extensive but we do sometimes run out of specific items! In order to get the best variety and ensure availability, a quote can be done 10-12 months in advance and a rental contract should be made approximately 4-6 months in advance.

## **When and where do I pick-up my rentals?**

Your items are available for pick up from Monday, Tuesday, Thursday, Friday 8:00am to 5:30pm, Wednesday 9:00am to 5:30pm, and Saturdays 9:00am to 5:00pm. All items are to be picked up from our showroom location at 2642 Millar Ave in Saskatoon, Sk.

## **Do my rentals come with instructions?**

We provide our clients with easy to follow, thorough instructions for most of our rental products that you may need some help in using! Items such as backdrops, concession or catering rentals and small tents all include instructions in order for you to get the most out of our rental product.

# INTIMATE GATHERING FAQ'S

## What is your cancellation policy?

An Administration Fee of 5% (minimum \$25.00) will be applied to any cancelled order, provided we have received cancellation notice at least 2 weeks prior to the delivery or customer pick-up date. A 50% charge applies with less than 2 weeks' notice of the delivery or customer pick-up. Orders cancelled with less than 48 hours' notice prior to the delivery or customer pick-up date are subject to a 100% cancellation charge. 100% cancellation charge applies for any orders which have been staged (which means that the truck has been loaded or the order has been prepared), or cancelled on delivery at the customer's site regardless of equipment delivered.

Orders adjusted with less than 48 hours' notice prior to the delivery or customer pick-up date are subject to a \$25.00 adjustment fee. Some exceptions apply pending labor involved to adjust order. 45 days' notice is required on all tents/concession/amusement/subcontracted equipment. Some exceptions apply. Refunds are not issued for rental items returned unused.

## Can I contact you after hours?

Absolutely! We provide an after hours phone service that connects you to one of our managers should you require immediate assistance with your rentals.

## When do I need to confirm my order?

All orders are to be confirmed at least 2 weeks prior to the date of your event. This allows ample time to add, change or cancel any items on your rental contract without penalty.

## What happens if my rentals get damage/broken while at my event?

By paying the rental protection plan, any accidental damages are covered. Signs of abuse or neglect will not be covered by the rental protection plan and it is the responsibility of the client to pay in full for any replacement costs.