

Rental Invoice for Nov. 3rd

Date of Last Update: Oct 20th

INVOICE NUMBER: 41216

NOTES:

Client Name: Surety Hotel
 Grand Opening
 Contact Anthony for w9 info
 Setup*:
 Take Down*:
 Venue Address:

Number of Guests:	
Caterer:	
Setup Type:	

Setup Notes

Notes:

Actual Event Date:	11/3/12
Deposit Due Date:	10/26/20
Deposit Amount:	\$1,447.25
Last Day to Make Changes:	10/13/12
Final Payment Due Date:	10/19/12

*Note: Items are not secured until a deposit has been made
 Please mail payment to arrive on due date
 SETUP DATE CAN CHANGED BASED ON BOOKINGS

Grand Opening

Room:	Description	Cost	Labor	Quantity	Rental Total	Labor Total	Sub Total	Note
Main door	Red Carpet	165.00	33.00	1	\$165.00	\$33.00	\$198.00	
Main door	Optional: Stantions with red roping - call Anthony to discuss \$270		0.00		\$0.00	\$0.00	\$0.00	
Main door	LED Uplights - Waiting for the price on this (4 round pillars)	70.00	14.00	4	\$280.00	\$56.00	\$336.00	
			0.00		\$0.00	\$0.00	\$0.00	
Inside Entry	Velvet drape	330.00	66.00	1	\$330.00	\$66.00	\$396.00	
			0.00		\$0.00	\$0.00	\$0.00	
Hotel Lounge	Candles for tables and throughout each surface (all over hotel)	13.00	2.60	50	\$650.00	\$130.00	\$780.00	
Hotel Lounge	Bucher paper for cheese display - From client or we can order		0.00		\$0.00	\$0.00	\$0.00	
Click to order	http://www.amazon.com/Bucher-Paper-24x36-White-12-Pack/dp/B0001234567		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Downstairs	From Artisan		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Elevator Bay	LED Candles in the wood coves across from the elevators	13.00	2.60	15	\$195.00	\$39.00	\$234.00	
			0.00		\$0.00	\$0.00	\$0.00	
Bar	Candles	13.00	2.60	20	\$260.00	\$52.00	\$312.00	
			0.00		\$0.00	\$0.00	\$0.00	
Restrooms	Small flowers from Artisan		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Outdoor	Rental Tent (call Anthony to discuss)		0.00		\$0.00	\$0.00	\$0.00	
	Heaters (how many are needed?)	300.00	120.00		\$0.00	\$0.00	\$0.00	
	Cocktail tables	18.00	3.60	6	\$108.00	\$21.60	\$129.60	
	Cocktail table linens	24.00	4.80	6	\$144.00	\$28.80	\$172.80	
			0.00		\$0.00	\$0.00	\$0.00	
Show rooms	From Artisan		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Glass hallway	From Artisan / Hanging items		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Main Ballroom	Sample Tables (6) - From Artisan		0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
			0.00		\$0.00	\$0.00	\$0.00	
Total:		\$2,132.00	\$426.40			\$2,558.40		

Overtime / Holiday / Special Labor

	Labor	Quantity	Labor Total
Special Labor	0.00		\$0.00
Friday Setup: Overtime: Between 4-8pm Monday through Friday	75.00		\$0.00 (charged per day/per trip)
Saturday Takedown: Overtime: Any labor on Saturday or Sunday	75.00		\$0.00 (charged per day/per trip)
Overtime: Late night take down - after 8pm	150.00		\$0.00 (May need 2 trips / 1 for chairs)
Holiday's (see Anthony for list)	200.00		\$0.00
Rain Plan: Outdoor chair pickup (same day)	150.00		\$0.00 (otherwise chairs are left out overnight)
Ad's Labor: 2 staff - 2 hour min each (31.25 per hour)	125.00		\$0.00
Carrying items upstairs and downstairs (eachway - up/dn)	15.00		\$0.00
Bringing items up through elevators (eachway - up/dn)	10.00		\$0.00
Delivery/Setup Outside of Des Moines area (\$4 per mile each way)	4.00		\$0.00
Total:			\$0.00

Note: Other labor fees may apply

Total Rentals:	\$2,132.00	
Delivery:	\$75.00	
Subtotal:	\$2,207.00	
Tax:	\$154.49	
Total Labor:	\$426.40	Deposit Amt Due:
Damage/insurance fee:	\$106.60	10/26/20
Total:	\$2,894.49	1447.25
Deposit Paid:		<i>Deposit due is 50% of total</i>
Balance After Deposit:	\$2,894.49	<i>Items are not held until a deposit has been made</i>
Final Payment (due 15 days before)		<i>Pricing is valid for 7 days and may change at anytime without a deposit</i>
Final Balance:	\$2,894.49	
<small>Credit Card Fee (3%)</small>		
<small>Total with Credit Fee:</small>		
<small>(due 15 working days before event)</small>		

Notes for Setup:

Billing Information:

Please make checks payable to Out of Box Events and mail to the following address: Out of Box 6800 SW 15th St. Des Moines, Iowa 50315

Planning and Design:

You will receive a free half hour initial consultation to identify what rentals are needed and 1 half hour consultation, on site, to discuss the final layout. Meetings are held by appointment on Saturdays at 11:45am. Additional meetings are at an hourly rate of \$50 per hour. Client must provide the diagram for setup of above rentals or pay \$100 for diagram creation.

First Meeting: _____ Date Approved by Out of Box:
 Next Meeting:
 Additional Meetings: _____

Hours ax 50:

Terms and Conditions:

A one-time delivery/pickup fee of \$70 is required to transport to and from the venue. Delivery schedule to be determined by Venue. **Overtime may be applied.
Terms: 50% of total invoice will hold items for you. Final numbers and payment in full, including 6% tax, is required 15 working days prior to delivery. 3% fee for use of credit cards.

If a 50% deposit has not been paid the items will not be held. Without a deposit the bid prices are good for 7 days and then can change at anytime.
Damage/Insurance fee is for normal wear and tear and not for destruction of rental items due to the following:
Stains that can't be removed (wine, grease, etc.), bio hazard items, broken items due to neglect or abuse, missing items, cracked or ripped items.
Saley Nong/Out of Box Events/Anthony Marinaro/Sticks, Inc./Out of Box, LLC is not responsible for the accuracy of this order as it relates to your diagram. It's your personal responsibility, as the client, to confirm that the order is correct.

Rentals are to be used for only one event and cannot be carried over to another without prior permission (extra rental charge may apply). Pick up will occur within 24 hours after the event for the following events Monday Through Thursday. For events on Friday, Saturday, or Sunday items will be picked up on the following Monday unless the venue or client needs weekend pickups or a weekend truck is available. Weekend pickups are subject to an overtime - weekend charge of \$75.00. There are no refunds on orders. Delivery times are a 1 hour window (i.e. 10 Out of Box Events, Out of Box, and/or Sticks does not transfer chairs from one location to another, please order chairs accordingly or plan staff to transfer these chairs for a transfer fee.

Outside Items & Weather: Outside items that get wet due to weather will need to be dried by staff the fee for this is \$3 per item. The cost for mud removal on the chairs is \$3 per chair.
If the chairs are destroyed due to the weather then you, the client, will be charged for replacement of the chair.
For events at Sticks and the World Food Prize please note the building's chairs can not go outside

Linens: Do not place linens in plastic bags, they will mold.
Please shake well to remove all decorations and food particles. Fold and Return.
You will be charged the replacement cost for ANY wax, burn holes, or non-removable stains (i.e. oil, wax, red wine, etc.)
*Please note black linens are suggest for food tables or tables holding red wine to avoid damage from stains.

Note for Sticks: Please note that events after the sun sets in the Drawing Room at Sticks will need additional lighting. There is no overhead lights in the drawing room.

For additional floral and decorative items please contact Anthony Marinaro directly.
anthonymarinaro@gmail.com

X _____
Sign and Date Above
Please note, the deposit check acts as your agreement to the order and terms above. A signature is not required to be held to the terms above.

Checks Made to: Out of Box
Mail to:
Anthony Marinaro
6800 SW 15th St.
Des Moines, Iowa 50315

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