



## Frequently Asked Questions

**For additional information, please see our Tent Rental fact sheet, as well as our Terms and Conditions sheet.**

### **How do I reserve my items?**

The easiest way to reserve your items, is to either contact us through our website, or by email. You can send us a complete list of all of the items and services that you are interested in, along with your event location and date. We need to speak with you directly prior to placing a reservation. You can then fill out and sign the rental agreement and send it back to us along with a 50% deposit.

### **Why do I have to pay a deposit?**

The deposit is for us to hold all of the items that you are requesting, specifically for you, for your date. Once you reserve the items, we can no longer rent them to anyone else. This is to guarantee that we will have all of the items that you will need available for you.

### **Is my deposit refundable if I change my mind?**

Since we are holding all of the items specifically for you, the 50% deposit is non-refundable.

### **Can I make changes to my order after it is placed?**

Absolutely! Outside of 14 days prior to your event, you may adjust your order as much as you would like. Keep in mind that the deposit is non-refundable, so if you were to reduce more than 50% of your order, you would be forfeiting a portion of your deposit. Within 14 days of your event, you may always add to your order, providing we have the additional items available. Final payments are due the day we load trucks for delivery, or at the time you pick up.

### **How far in advance do you recommend that I reserve my items?**

As soon as you know that you need to rent items, you should go ahead and reserve them. We do our best to keep ample stock of all items, but we do still run out of items on busy weeks. Our custom pieces tend to book out very early, as we have limited quantities of them available.

### **Do you have an order minimum for delivery?**

There is no minimum order for delivery. There is, however, a minimum charge based on your location. You can pick up smaller orders at our warehouse. Please be aware that some of our items are not available for customer pick up and need to be delivered.

## Gala Affairs FAQ's – Continued

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### **Do I have to wash my dishes or linens?**

No. All of your linens and dishes will be given to you clean and ready to use. For your linens, you will be provided with a mesh bag to put your linens in at the end of your event. We will launder them once they are returned to us. The dishes will be delivered in dish crates and will just need to be pre-rinsed to get all of the food particles off of them before they are returned to us.

### **Can you do a site visit to see what you might need?**

For large events, we are more than happy to come out and meet with you to look at your event space. We may charge a \$35 fee per site visit, however that will be credited back to you once you reserve your items.

### **When will you deliver my items?**

That is really dependent on your needs and your venues restrictions. Thursdays and Fridays are typically our busiest days for deliveries. We work at many venues that require same day deliveries. Therefore, if your event is at a private residence or a venue without these restrictions, we prefer to deliver a day or two beforehand, and pick up a day or two afterwards. Whenever you reserve your items, we ask that you let us know what your preferences and event times are. We set all of our schedules approximately 1 week beforehand, and we will contact you if you wish, to give you a timeframe of when we plan to arrive. If a venue has specific rules about delivery/pickups, additional charges may apply.

### **What size tent or linens will I need?**

If you have any questions regarding the size of your tent or linens, please refer to our tent sizing guide and our linen sizing guide which are available on our website. If you have any additional questions, please feel free to call or email our office for additional information.

### **What if there is bad weather on the day of my event?**

We certainly hope that the weather is great on the day of your event! Unfortunately, the weather in our area can sometimes be unpredictable. We strongly recommend that you have a backup plan in place in the event of bad weather. We also ask that you inform us beforehand of your backup plan, so that we can try to schedule our deliveries accordingly. We do not offer any refunds in the event of bad weather, as it is completely out of our control.

### **What if I need to call someone after hours?**

For afterhours service, please call our office line at (803) 324-8113. Leave a voice mail message with your name and a number where you can be reached.

### **How will my tent be secured?**

- **Grass** - When setting up your tent, we typically drive a 42" stake into the grass in 2 places at each corner and extra stakes when necessary. The stakes will be approximately 4' away from the tent, with a white strap running from the top of the tent to the stake itself.

## Gala Affairs FAQ's – Continued

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- **Asphalt** - If your tent is going on asphalt, there is the possibility we will have to drill 1" diameter holes at each place that we need a stake. We can then drive our stakes in the ground, just the same as if we were setting up on grass. When we come back to pick up the tent, we will patch all holes with either asphalt patch or a plug. We have a couple of options depending on the size tent, we may use water barrels.
- **Concrete** - If your tent is going on concrete, we will drill 1" diameter holes to secure your tent with stakes. Our straps will run from the top of the tent down to the stakes. When we pick up the tent, we will patch all drilled holes with concrete patch, however we cannot guarantee an exact color match. We have a couple of options depending on size tent, we may use water barrels.
- **Other** - If your tent is going on any surface that we are not allowed to drill through or drive stakes, it may be possible to secure your tent by other means. Please contact us before your delivery if this is the case, so that we can ensure that we come out with the proper equipment. There will be an additional fee to secure any tent that we cannot stake, which will be listed on your rental item list if it is already included.

Please contact us with any questions. Your event is important to us, too.

*"Saving you time, money and the worry associated with planning a special event".*