

## PRODUCT INFORMATION

### GLASSWARE

All of the above is to be returned upright and clean in their original containers to avoid extra charges. Breakage (including chips and cracks or shortages) will be charged to the customer at replacement cost. Our count of the items must be accepted as final. Charges for missing or broken glasses (including chipped glasses) will be applied to your credit card.

*These glasses are delivered to you clean. Please return them the same way.*

### TABLE LINEN

Table linens must be shook out, dry and free of food waste, folded and returned in the same containers they were picked up in. If there are burns or other obvious damage, the charges will be the replacement cost.

*Linen order MUST be placed 2 weeks prior to date required to guarantee delivery.*

### DINNERWARE & FOOD SERVICE EQUIPMENT

All dishes must be washed and packed in the containers they were shipped in. Any required cleaning charges for unwashed items will be applied to your credit card. Our count of items must be accepted as final. Breakage (including chips and cracks or shortages) will be charged to the customer at replacement cost.

*Cleaning fees are equal to rental fees for any food service equipment returned unwashed.*

*Charges will apply for the following if they are not returned with the rental items.*

*Hangers - \$1.00 each • Boxes, Tubs or Crates - \$5.00 each*

## RENTAL TERMS AND CONDITIONS

### RESERVATIONS

Any reservations totalling \$150.00 or less must be paid in full. All other reservations require a 50% non refundable deposit at the time of booking. A credit card number is required as security on all bookings.

Linen must be booked a minimum of 14 days in advance of the rental period.

Rentals are on a first come, first served basis.

The rental items are not reserved for you until payment is received. There are no refunds on any money paid to reserve.

### PAYMENT

All rental fees are due two weeks prior to pick up or delivery. We accept Visa, Master Card, and cash. No cheques.

### RENTAL PERIOD

All rental rates are on a one-day basis. However, we shall allow time for customer pickup and return.

Any rental items kept for longer than the specified rental period will be charged according to the daily rate.

Rental period will be established at the time of booking.

### DELIVERY AND PICK UP

If we have to come back more than once, there will be a \$35.00 charge added to your credit card for each extra trip caused by you. Delivery rates will be quoted on request.

Additional charges apply for delivering upstairs/downstairs and manually transporting equipment (based on distance). Delivery fee does not include set-up or take-down. Additional charges apply for this service and arrangements must be made at the time of booking.

All rental items must be stacked and ready for pick-up when our driver arrives.

Additional charge will apply if our drivers have to pack the rental items. Any additional charges required will be applied to your credit card.

All rentals are to be returned by noon on the date specified on your rental contract. Daily charges will apply to all late returns.

### CANCELLATIONS:

If you cancel your entire order the deposit is not refunded.

If you cancel any part of the order you are still responsible to pay for the item that was reserved for you. For wedding bookings we will allow you to downsize a reasonable amount on the following items only: Tables, chairs, linens and dinnerware.

It is your responsibility to let us know the final numbers no later than two weeks prior to delivery or pick up.

**519-784-2511**

**email: [info@professionalpartyplanners.ca](mailto:info@professionalpartyplanners.ca)**

**[www.professionalpartyplanners.ca](http://www.professionalpartyplanners.ca)**

***Please contact Margery for consultation appointment or to make rental reservations***

**Locally Owned & Operated Since 1996**

**We Do all the Work - You Have all the Fun!**

# PROFESSIONAL Party Planners

(Making Memories)

## 2016 PRICE GUIDE

Prices subject to change without notice.

Delivery Service Available. Rates quoted on request.

**Birthdays • Christenings • Company Parties  
Graduations • Retirements • Showers  
Wedding and More**

***Rentals and Planning Services***

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### PARTY SEATING & SPACE INFO

Cocktail Parties	stand up . . . . .	5/6 sq.ft./person
	some seated . . . . .	8 sq.ft./person
Reception, Tea Type	some seated . . . . .	8 sq.ft./person
Dinner Parties	using oblong tables . . . . .	8 sq.ft./person
	using round table of 8-10 . . . . .	10 sq.ft./person
Cathedral Seating	seating in rows . . . . .	6 sq.ft./person
	dance area . . . . .	2/4sq.ft./person

## Tables & Chairs

Rectangular Banquet	
8ft. (seats 8-10).....	\$10.00
6ft. (seats 6-8).....	\$10.00
5ft. (seats 4-6).....	\$10.00
<b>Round Tables</b>	
38".....	\$8.00
60" (seats 8-10).....	\$12.00
72" (seats 10-12).....	\$13.00
White Bistro chairs.....	\$2.25
Basic Folding chair - white.....	\$1.75

OUR TABLES AND CHAIRS ARE  
WASHED AFTER EVERY RENTALS.

## Linen

Linen must be ordered at least 2 weeks in  
advance to guarantee delivery.

71 x 71" - White.....	\$8.00
- Colour.....	\$8.50
89 x 89" - White.....	\$9.00
- Colour.....	\$9.50
53 x 118" - White.....	\$9.00
- Colour.....	\$9.50
90" Round - White.....	\$8.00
- Choc. Brown, Black, Ivory.....	\$8.50

Paper/Plastic - round & oblong - call for prices

## Napkins

White.....	\$0.60
Colour.....	\$0.65

## Skirting

White - Ivory - 13".....	\$18.50
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Please return skirting on hangers

## Staging

Platform Risers 4'x4'x8" carpeted.....	\$25.00
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## Coffee Urns & Accessories

30 cup.....	\$9.50
36 cup.....	\$10.00
42 cup.....	\$10.50
100 cup.....	\$12.50
Insulated servers.....	\$4.00
100 cup hot/cold thermos.....	\$12.50
Coleman liquid dispenser/15 L.....	\$10.00

## Glassware

Cleaning Fee is Equal to Rental Fee

Champagne Flute case/36.....	\$12.00
Footed Highball case/36.....	\$11.00
Footed Pilsner case/36.....	\$11.00
Footed water glass case/36.....	\$11.00
Wine glass case/36.....	\$11.00

## Dinnerware

Cleaning Fee is Equal to Rental Fee

Dinner plate/dozen.....	\$6.00
Salad/dessert plate/dozen.....	\$5.00
Cups & saucers/dozen.....	\$6.00
Coffee mug/dozen.....	\$5.50
Salad bowl/dozen.....	\$5.50
Fruit nappie/dozen.....	\$5.00
Salad/fruit bowl/glass/dozen.....	\$6.50
Stainless steel flatwear/dozen.....	\$3.50
Steak knives/dozen.....	\$4.50
Cream & sugar set/glass.....	\$2.00
Salt & pepper set/filled.....	\$1.50
Gravy/syrup pourer.....	\$0.50
Banquet salad bowls/cut glass.....	\$3.00
Serving platter/oval/11.5".....	\$1.50

## Food Service Equipment

Chafing dish/full pan.....	\$16.50
Chafing dish/2 pan.....	\$18.50
We carry fuel for chaffing dishes, call for prices	
Heat Lamp.....	\$20.00
Chaffer insert/12'x20'x2 1/2'.....	\$7.00
Chaffer insert/12'x10'x2 1/2'.....	\$4.00
Chaffer insert/12'x20'x4'.....	\$9.00
Acrylic footed punch bowl/ladle/8L.....	\$15.00
Acrylic punch bowl/ladle/18L.....	\$12.50
Acrylic salad bowl/18L.....	\$11.00
Table serving bowl Acorac.....	\$3.50
Table serving spoons.....	\$0.50
Cooking pots.....	\$6.00
Serving spoons reg. & slotted.....	\$0.50
Serving tongs.....	\$0.50
Ladles.....	\$0.50

## Miscellaneous Items

Ashtrays/glass.....	\$0.30
Ice tongs.....	\$0.50
Megaphone/batteries extra.....	\$20.00
Bread baskets/round/oval.....	\$0.30
Pop/beer cooler/holds 5 cases.....	\$25.00
Raffle drum/holds 5000 tickets.....	\$12.00
Water/beer pitchers.....	\$1.50
Money apron.....	\$1.30
Poker Chips/box 100.....	\$1.00
Cash box.....	\$8.00
Easel.....	\$15.00
Outdoor bar.....	\$55.00
Podium.....	\$40.00
Lawn signs - flamingoes or skunks.....	\$0.50ea.

## Fun Fare Equipment

Candy floss machine.....	\$50.00
Popcorn machine.....	\$50.00
Supplies for above - call for prices	
Nacho Machine.....	\$25.00
Prize wheel/blank.....	\$25.00

## Games - Adult

Mother-in-law wheel.....	\$30.00
Black jack mat.....	\$14.00
Dealer Shoe/4 deck.....	\$6.50
Craps table.....	\$35.00
Dart game/poker/10darts.....	\$25.00
Tug-O-War rope/75'.....	\$35.00
Holey board game.....	\$25.00
Human racehorse game.....	\$30.00
Baseball pitch/12 balls.....	\$40.00
Plinko game/2 discs.....	\$40.00
Roulette.....	\$27.50
Hole-in-one golf/putter/3 balls.....	\$35.00
Puttastic/putter/3balls/green.....	\$35.00
Limbo game/CD music.....	\$30.00
Ring toss.....	\$30.00
Coin Drop.....	\$5.00

## Casino Wheels

Crown & anchor/1 mat.....	\$25.00
Racehorse/1 mat.....	\$25.00
Extra mats for casino wheels.....	\$12.00
Racehorse deluxe track mat/6 horses.....	\$35.00

## Games - Children

Kid's prize wheel.....	\$30.00
Lollipop tree/empty.....	\$5.00
- with 200 pops.....	\$12.00
Tug-O-War rope/75'.....	\$35.00
Baseball pitch.....	\$35.00
Animal Ring toss.....	\$30.00
Beanbag tic tac toe/golf.....	\$12.00
Sack race - 6 sacks.....	\$7.00

## Wedding Accessories

Pillars - 7' each.....	\$35.00
Drapes - per pair plus 1 rod.....	\$12.00
Lattice - 4' x 7' section - each.....	\$30.00
French doors - 2' 8" x 6' 9" - each.....	\$35.00
Double heart mailbox/guest book holder.....	\$45.00
Wishing well.....	\$25.00
Mailbox - table or floor model.....	\$30.00
Birdcage.....	\$30.00
Footstool mailbox.....	\$30.00
Champagne Fountain - 5 gal. lighted.....	\$75.00
Aisle runner - teal only (3' x 25').....	\$25.00

## Wedding Accessories Cont.

Cake Basket.....	\$3.00
Cake knife & server set.....	\$6.00
Cake/guest book table - 38" round.....	\$10.00
Children's table - 2 chairs.....	\$30.00
Children's table - 4 chairs.....	\$40.00
Pillars..... 38" \$17.50; 25" \$15.00; 17" \$13.00	
Heart Frame.....	\$5.50
Park bench.....	\$25.00
Easel.....	\$15.00
Bouquet holders.....	\$3.00
Candy Bar w/10 containers	
+ scoops and tongs.....	\$30.00
Ceiling Swag starting at.....	\$250.00
Pipe and Draping.....	\$75.00/10ft section

## Entrance Arbours

Rose arbour with greenery.....	\$40.00
White lattice arch with fern planters.....	\$65.00
White lattice arch with planter stands.....	\$55.00
Wrought iron arch with ivy.....	\$45.00
Entrance arbour w/pillars & drapes.....	\$75.00
White wrought iron arch.....	\$75.00

## Lighting

Under table lighting.....	\$10.00
Floodlights.....	\$11.00
Mini lights.....	Call for Prices

## Centrepieces

Mix and match to create your own style

Variety of Centrepieces starting at.....	\$0.75
Mirrors 10" round.....	\$2.50
Mirrors 11" hexagon.....	\$2.75
Mirrors 12x12 square.....	\$1.75

*Candles Available for Purchase*

## Candle Holders

Mini pillar/votive holder.....	\$1.25
Clear glass votive holders.....	\$0.30
Candelabra - white - 6 branch.....	\$40.00/pr.
- gold - 7 branches.....	\$40.00/pr.
- silver - 7 branches.....	\$40.00/pr.
Unity candle set - glass 3pc.....	\$6.00
Votive holder with peg.....	\$0.30
Table candelabras - gold - 3 branch.....	\$5.00 ea.
Hanging votive holders.....	\$0.50/ea.

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