



Furniture/Tent Rental FAQ's



What can you rent through the Event Center?

- ❖ Tables, chairs, dance floors, staging, tents, and tent accessories.

What is the cost?

- ❖ The cost is dependent on your specific needs but is competitive. The cost will include your rental and set up/removal fees and will be added to your base space rental cost.

How do I place an order?

- ❖ Phone 301 299-5026, fax 301 299-5386, or e-mail eventcenter@montgomeryparks.org.

What is the benefit of renting furniture through you and not directly with an event rental company?

- ❖ Renting through us is worry-free. We oversee the delivery, set-up and breakdown of your rentals. Because our event venues have multiple bookings, any rentals left overnight will be assessed an overnight storage fee of \$250. Rental through the event center avoids that cost or the cost for the offsite vendor to make a special trip to remove your rentals from the event venue at the conclusion of reservation block.

When do I need to make a reservation?

- ❖ At least 2 months in advance of your event. Final changes to your order can be made no later than 2 weeks prior to delivery. Reductions after that time may be subject to a restocking charge. On site reductions are subject to full rental fees. On site additions are subject to additional set up fees.

What is your cancellation policy?

- ❖ Orders may be cancelled two weeks prior to a scheduled event without charge. Cancellations after that time may incur a restocking fee or full rentals fees. Custom orders are non-refundable. All signed tent proposals are non-refundable.

How do I arrange for a tent?

- ❖ Contact us at 301 299-5026 to discuss your tenting needs. * Tent proposals must be signed with full payment to secure equipment.

What is your policy regarding misplaced or damaged linens and/or broken equipment?

- ❖ The client is responsible for signing off on a form agreeing that items have been delivered. Items not returned or returned damaged will result in additional fees. These fees will be additional to the original rental contract and will be applied to the final invoice.