

NORTHERN LIGHTS RENTAL



# EVENT DECORATION

## RENTAL GUIDE



[www.NorthernLightsRental.com](http://www.NorthernLightsRental.com)

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# *Welcome!*

## *TO OUR EVENT DECORATION RENTALS!*

Welcome and congratulations on your upcoming event!

We are thrilled you're considering our decoration rentals to bring your vision to life. Whether you are planning a wedding, birthday, corporate gathering, or special celebration, we offer beautiful, high-quality decor to make your event unforgettable.

This guide will walk you through the rental process, policies, offerings, and helpful tips to ensure your experience is seamless and enjoyable. Let's make magic together!





# Our Services AT A GLANCE

We offer a wide range of services to suit your event needs, including:

- **Event Decoration Rentals:**  
Elegant, themed, and custom decor pieces.
- **Delivery, Setup, and Teardown:**  
We handle everything, so you don't have to lift a finger.
- **Event Styling Consultations:**  
Professional design advice to align with your theme and vision.
- **Event Day Assistance:** On-site support to maintain and adjust decor as needed. (Applies to Photo/Magazine Booth Only)



*The Jacobes*  
10.8.23  
ASHEVILLE, NC



*the Russells*  
EST 9.9.2023  
CLAYTON, GA



MARY &  
DANIEL  
09.09.2023  
CHARLOTTE, NC



*the Andersons*  
10.07.23  
ASHEVILLE, NC



*the Knowles*  
SEPTEMBER 9, 2023



# HOW THE *Rental* PROCESS WORKS

## BROWSE OUR COLLECTION

Visit our website or schedule a consultation to explore our rentals.

## RESERVE YOUR ITEMS

Choose your favorite pieces and place a 50% deposit to lock in your items.

## CONFIRM DETAILS

Two weeks before your event, we'll finalize everything.

## DELIVERY OR PICKUP

We deliver/setup or you pick up, whichever fits your needs.

## RETURN

Return items clean and on time or allow us to handle teardown.



# Rental Policies

## WHAT YOU NEED TO KNOW

- **Rental Period:** Standard rental is **24 Hours**  
**Photo Booth rentals are 3 hours** with option to extend
- **Damages:** Renter assumes responsibility for damages, loss, or theft.
- **Security Deposit:** A **50% deposit** is required to secure your date  
**Final balances are due 14 days prior to the event.**
- **Cancellations:** Deposits are **non-refundable** if cancelled **within 30** days of event. **Full deposit is refundable** if given **at least 30** day notice



# BOOKING YOUR RENTALS

## *Timeline Tips*

### IDEAL TIMELINE:

#### **12-24 MONTHS BEFORE EVENT**

Initial consultation.

#### **6-12 MONTHS BEFORE EVENT**

Confirm rental selections.

#### **4 WEEKS BEFORE EVENT**

Confirm guest counts and venue policies

#### **2 WEEKS BEFORE EVENT:**

Final payment and delivery/pickup schedule.

### ***LAST-MINUTE RENTALS:***

We do accommodate last-minute orders if inventory allows, but selection may be limited.





# Payment INFORMATION



## Payment Methods:

We send payable invoices via PayPal which accepts all major credit cards, Venmo, and bank transfers.



## Deposit:

50% deposit required for booking.



## Final Balance:

Due 14 days before the event.

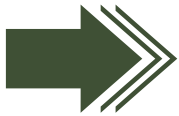


## Additional Charges:

Late returns, damages, or lost items will incur additional fees.



# *DELIVERY, SETUP, AND PICKUP OPTIONS*



## **DELIVERY AND SETUP:**

- Delivery fee based on distance.
- Setup includes placement and staging of all rented decor.
- Timeline coordination with your venue.



## **PICKUP AND DIY SETUP:**

- Pickup window scheduled 1–2 weeks prior to the event.
- Renter responsible for safe transportation and setup.



## **TEARDOWN SERVICES:**

- Included in Setup & Delivery service in which our team returns after the event to dismantle decor.



# OUR RENTAL

## Categories

### MR & MRS

#### LARGE 4 FOOT MARQUEE LETTERS

4 Foot high Light up Marquee Letter and Numbers to spell anything you need



#### PHOTO BOOTH AND MAGAZINE BOX

A photobooth complete with a DSLR camera, lighting, backdrop options and custom photo prints. Also choose from a "Magazine Cover" step-in Box with customizable front to display any messaging you like



#### FURNITURE

White Padded Chairs, 6 ft and 8 Ft. Rectangle Tables and 5 Foot Round tables . 10x10 and 10x20 Frame Tents



#### BACKDROPS AND ARCHES

Floral Walls include White Rose and Greenery backdrop  
Wedding Arch pictured above



#### LINENS

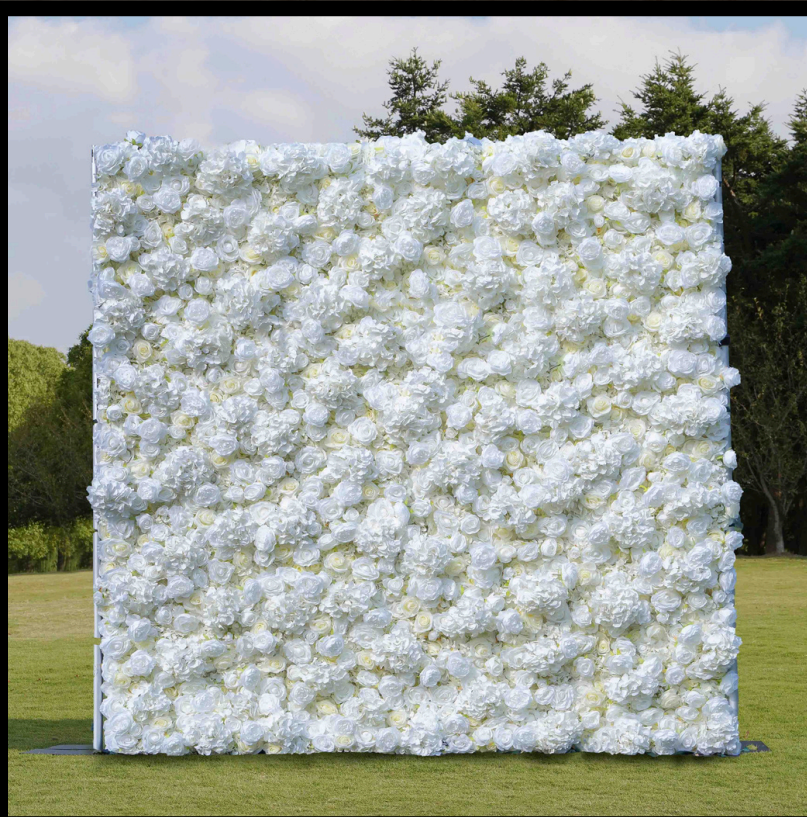
Black & White Linens for Rectangle and Round Tables



#### YARD GAMES

Games include Giant Connect 4, Giant Jenga, Cornhole, Putterball, Spikeball, Croquet, Bocce Ball & More







# CUSTOMIZE

## Options

**Make your rentals uniquely yours with our customization options:**

- Marquee Signs: Spell whatever you like whether its for a Wedding, Birthday, Reunion, or Corporate Party (A-Z, 0-9, &)
- Photo Booth: Include custom messages, borders, and images on digital and photo strips. Include engagement detail photos, wedding date, couples or event names etc.
- Magazine Booth: Get really creative with Magazine titles, headlines, dates, QR Codes, and funny quips to really personalize your event.



# FAQ'S

## *Frequently Asked Questions*

### **Can I change my rental order after booking?**

*Minor changes can be made up to 14 days before the event.*

### **What if it rains and I have outdoor decor?**

*Please have a backup plan; no refunds for weather-related cancellations.*

### **What if I damage or lose an item?**

*Replacement cost will be charged. Please handle all rentals with care.*

### **How far do you deliver?**

*We offer delivery within 200 miles from Mankato, MN. Additional fees may apply beyond that.*

### **How much is setup/delivery?**

Setup and Delivery fees vary by distance from Mankato, MN. Current delivery rates are \$2/mile one way. (i.e. 50 miles from Mankato will incur a \$100 setup and delivery fee) This includes all delivery, setup, and picking up of the items



# CONTACT INFORMATION

*& Next Steps*

**Check out our latest rental items here:**

**[www.northernlightsrental.com/items-we-rent/](http://www.northernlightsrental.com/items-we-rent/)**

**Send us an email, phone call, text, or social media message  
to obtain pricing and to reserve your rental items**



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**WE LOOK FORWARD TO  
ILLUMINATING YOUR EVENT!**

