

RENTALS

Looking for rental information? Look no further. This is our quick guide to rentals that outlines all the most important information you need to know. But don't worry, all of this is also covered in our rental contract.

QUICK NOTES

- All rental signs must be lettered on by Coffee & Calligraphy (blank rentals will not be available)
- We have limited floor and table top easels available. If you rent signage from us and would like easels, please let us know. We are offering these as a complimentary add-on to your rental package. However, they are limited and if you have a large signage rental suite we may not have enough for all signs. They are first come, first serve.
- Pricing reflects rental cost of sign/material only; custom lettering/illustration is an additional fee.
- Minimum rental order is \$100.00

BOOKING

When booking, you will receive two contracts: a lettering contract and a rental contract. Your retainer to book will be 50% of your total (lettering and rentals), with the remaining 50% due one week from rental period. Rental period is Thursday-Tuesday. If you need a different time frame, please email us and we can try to accommodate.

PICK UP + DROP OFF

Signage suites that include rentals will be ready for pickup on the Thursday before your event, unless other arrangements are made. At pick up, you will sign off that you've picked up your rentals. If you wish to elect someone other than yourself to pick up/drop off your rentals, please notify us at least 48-hours in advance, so that we may email a waiver noting another individual will be receiving rentals on your behalf.

All rentals are due back on the following Tuesday, which allows for a 6-day rental period. Whomever will be returning the rentals, will be required to sign off noting that rentals have been returned to Coffee & Calligraphy. Any items not returned on Tuesday, will be charged a late fee. Pickup and drop off times must be scheduled with Coffee & Calligraphy via email. Unscheduled pick ups/drop-offs will not be permitted.

Any property damage, as well as, damage to the rentals will be responsibility of the contract signer.

The pick up / drop off address is:
189 Mill Ct, Arnold, MD 21012

Contact email: hello@coffeeandcalligraphy.com

Delivery

Not offered at this time. Please stay tuned.