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## Linen & Drape Contract Addendum and Instructions

**\*\* LINENS, DRAPES and HANGERS must be returned in provided bag \*\***

**\*\*IMPORTANT – PLEASE READ\*\***

◦ **CANDLES**

We do not recommend using **CANDLES** on our linens. **ANY** candle wax on a linen incurs additional **PROCESSING FEES** to remove it or IF damaged beyond repair, **REPLACEMENT CHARGES APPLY**.

◦ **NYLON LAUNDRY BAG PROVIDED – FOR LINEN RETURN**

Linens must be **COMPLETELY DRY** (including food & beverage spills) before being put in the return bag. Wet or damp linens in a bag for even a short amount of time **WILL** cause mildew. If linens/drapes are mildewed, **CHARGES WILL BE INCURRED**. Please ensure linens are shaken free of ALL debris/food. Poly linens can dry in 20 minutes if draped over a chair.

◦ **DRAPES – (Pipe & Drape)**

Drapes returned to counter or readied by customer for pickup must be **FOLDED** and placed in bag or tub provided.

◦ Excessive amounts of food, confetti & debris will incur a cleaning fee.

◦ Replacement charges will apply for damaged/lost linens

*I, the undersigned have read, understand and agree to the above terms.*

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**Customer Signature**

**Date**