Leave a Message

Audio Guestbook Rental Agreement

This agreement is between Kaitlyn Gledhill, doing business as Leave a Message ("we"), and the client named below ("you"), for the rental of a vintage rotary-style audio guestbook.

Client Information

Name _____

Phone _____

Email _____

Event type _____

Event date _____

Event location _____

Rental details

Drop-off or pick-up date _____

Return date _____

How would you like to get the phone? (check one)

__ Please deliver and pick up the phone (available in the Raleigh-Durham, NC area)

__ I'll pick up and return the phone myself (Raleigh-Durham, NC area)

Message delivery

How would you like your recordings? (check one)

__ Email (free)

__ USB memory stick (+$20)

If you chose USB, please add a mailing address

_____

Neon sign (optional)

☐ Yes, add the neon sign (+$20)

☐ No, just the phone please

Pricing

Audio guestbook rental	$150
USB memory stick (if selected)	$20
Neon sign (if selected)	$20
Refundable deposit	$150
Total due	**$_____**

The deposit is returned when the phone comes back in the same condition it was rented in.

Terms

1. Payment. The total is due two weeks before your event date. You can pay by Venmo (@KaitlynGledhill) or Zelle (kaitlynagledhill@gmail.com). Please put your event date in the payment note.
2. Deposit. The $150 deposit is included in your total due. We return it by the same method you used to pay, within 7 days[of the phone coming back. If the phone is damaged, we may keep part or all of the deposit.
3. Caring for the phone. Please keep the phone indoors and away from water, food and heat, and don't open or repair it. You are responsible for it from the time you receive it until we collect it. If it is lost, stolen or damaged beyond the deposit, you agree to cover the remaining cost of repair or replacement.
4. Returning the phone. Please have the phone ready on your return date. Late returns are charged $25 per day.
5. Your messages. We deliver your recordings within one week of your event, using the method you selected. USB drives are mailed separately. The recordings belong to you. We use them only to deliver them to you, we don't share or publish them, and we delete our copies 30 days after delivery. Please let your guests know their messages are being recorded.
6. Changes and cancellations. If you cancel or change your date at least 14 days before your event, we'll refund any payment you've made. Closer than that, the rental fee isn't refundable, but we'll happily move your booking to another date if we're available.

Signatures

By signing below, you agree to the terms above.

Client _____ Date _____

Leave a Message (Kaitlyn Gledhill) _____ Date _____