



ARCHIVE RENTALS



OUR
SERVICES



2026

Normal Season Rental Minimums

Southern California : \$2,500

Central/Northern California, Las Vegas, Phoenix : \$10,000

**plus service & delivery fees*

High Season Rental Minimums

Southern California : \$3,500

Central/Northern California, Las Vegas, Phoenix : \$20,000

Neighboring States : \$50,000

**plus service & delivery fees*

Holiday Rates:

An additional \$150 Holiday Fee will be added to any orders delivered on the following:

*4th of July, Halloween, Thanksgiving, Christmas Eve,
Christmas Day, New Years Eve, and New Years Day*

Damage Waiver:

A 10% nonrefundable damage waiver is calculated on the rental total only; this fee excludes hard costs

Rental *Categories*

Here's an overview of Archive's rental offerings:

01. Tabletop

Dish-ware, Glassware, Flatware, Napkins, Runners, Chargers/Placemats, Serveware, Food Display.

02. Furniture

Bars, Shelving Units, Displays, Dining Tables, Dining Chairs, Accent Furniture.

03. Lounge

Sofas, Settees, Lounge Chairs, Side Tables, Coffee Tables, Benches.

04. Lounge Decor

Rugs, Pillows, Poufs, Floor Cushions.

05. Faux Plants

Tabletop Faux Plants and Floor Standing Faux Plants.

06. Decor

Umbrellas, Props, Easels, Chalkboards, Ladders, Signage, Arches, Backdrops, Walls, Bottles, Vases, Baskets, Buckets, Containers, Candlesticks, Chandeliers, Candelabras, Lamps, Hurricanes, Lanterns, Votives, LED Flameless, Mirrors.

07. Dance Floors

Variety of checkered and solid options.

08. Custom offerings

Wide array of items and options, from custom bar fronts to signs or entry pieces and beyond!

09. Floral Partner

Collaborate with one of our favorite floral designers in the industry.

Service Offerings



Acquisitions

We have the capability to procure larger quantities of existing inventory items from our Archive collection, as well as source new items to expand our inventory. These items can be rented at standard rates and are tailored to the specific needs of each event. Approval for acquisitions is contingent upon rental total, lead time, and alignment with the Archive brand.

Styling Services

One of our Archive designers will come onsite to style all of the small details of your event, particularly tabletop and decor, and of course assist with styling all other rentals, such as lounge furniture, dining tables, etc.

*\$75/hour for Styling + Transportation time with a 4 hour minimum
Plus per diem and flight costs or mileage when necessary*

Decor Packout Service

The Archive Packout Service allows clients to have small Archive items (decor, tabletop, accessories) packed by Archive's team. Alternatively, clients can gather items in one central location for pickup. This service does not include rinsing or scraping items and does not guarantee no missing or damaged items. Clients are responsible for any missing or damaged items per terms and conditions. If the client isn't present during pickup, Archive will count and record any issues, confirmed at the warehouse. Refer to Archive Team for full service details.

Custom Fabrication

We have partnered with a fabricator to produce tailor-made backdrops, bar fronts, and event installations. Our custom services cater to specific color schemes, textures, and shapes, and can incorporate client logos.

Floral Partner

Collaborate with one of our favorite floral designers in the industry, for an even more seamless experience to bring your vision to life.

Linen Transport Fee

Linen Transport Fees vary around \$200+. This Fee covers the handling of linens ordered by the client. Archive will receive, count, and transfer the linens, as well as collect pre-bagged linen bags at the conclusion of the event. The linens will then be returned to the Archive warehouse for shipment back to the linen supplier.

Our *Policies*

Lighting Policy:

- *Our Team cannot hang our lighting higher than 15 feet.*
- *There must be a pre-existing hook for us to hang our lighting from.*
- *We do not provide extension cords OR the power source for our lighting.*
- *We are not responsible for cord management OR the additional extension cords needed to plug in our lighting.*
- *Our chandeliers and pendants can be used for decor OR lighting.*

Delivery Team Roles:

- *Our delivery team will only move items once within reason, so please be prepared with layouts, otherwise potential additional labor charge will incur post event.*
- *Our delivery team cannot move any furniture or items not belonging to Archive, so please arrange this in advance if applicable.*
- *Our delivery team does not handle pack up of decor or dining-ware items.*

Cleaning & Packing Policy:

- *For dining-ware, please rinse free of food debris entirely and also pack back in crates (with goblets upside down) to avoid a post \$1 per item cleaning fee.*
- *Avoid getting any wax on linens/runners, these often result in irreparable damage and will incur a replacement fee (more than cost of rental).*
- *Please have all small items (vases, lanterns, pillows, etc) packed back up and in one central location ready at pick up.*
- *Please count out all items with our team to avoid missing items. Damage waiver does NOT cover missing items so any missings will be charged for post event. Note that the items will be thoroughly counted again back at the warehouse, as sometimes it can be difficult on site given time of load out, etc.*

Candle Policy:

- *As a friendly reminder, candles for lanterns, votives, candlesticks, etc are not included in the listed price. If you would like them included, we have a flame or flameless option available for purchase or rent.*