Special Events and Rentals

Special Events and Rentals contracts are established for use by any campus department or school. There is no obligation to the As-Needed vendor until you complete a Contractor Directive detailing when the services are to commence & be satisfactorily completed. The Services are further subject to verbal and/or written instructions by UTD’s representative. Compensation is determined by the Statement of Services generated on the Contractor Directive & signed by both UTD Purchasing and the Vendor.

**Special Instructions:** The method of payment can be the UT Dallas One Card if total fees are within the limits of the credit card. If the total amount exceeds the One Card limits, then a non-catalog requisition must be submitted to Purchasing through eProcurement.

**M&M Special Events**
M&M Special Events provides party rentals from their extensive inventory. Inventory includes an in-house floral design studio, a linen selection, tenting solutions and themed decor.

From $0.00 - $100,000, there is a 2% discount for payment of NET 10 & an 8% discount for price listed items on the website.

When cumulative purchases exceed $100,000, there is a 2% discount for payment of NET 10, & a 13% discount for price listed items on their website.

Website: [www.specialevents.com](http://www.specialevents.com)

Contact: Scott Berk, telephone 214.350.5373.

Special Instructions: Contact UTD Purchasing, before the initial order is placed to insure that the Contract Directive is reviewed. Telephone 972.883.2302.

**TCL Event Rentals**
TLC Event Rentals provide party rentals from their extensive inventory, specifically table, linen and chair needs. They carry tables in many sizes and specialize in a variety of linen colors and patterns. The inventory of chairs will create a setting to result in a casual or formal atmosphere.

All orders carry a 2% discount for payment of NET 10 & a 10% discount for price listed items on the website.

Website: [www.tlceventrentals.com](http://www.tlceventrentals.com)

Contact: Yong Kelly, telephone 214.634.1100.

Special Instructions: Contact UTD Purchasing, before the initial order is placed to insure that the Contract Directive is reviewed. Telephone 972.883.2302.