



**Event Booking Form**

Chair Cover Hire Essex is part of the Perfect Finishing Touches Company.

Please complete the booking form below as precisely as possible.

Please make cheques payable to Perfect Finishing Touches and return with the booking form to the address detailed at the bottom of the form. A £50 deposit or 20% of the total cost (whichever is the greater) is required to secure your booking.

Final payment must be received 28 days prior to the date of the event. Please note that VAT is not applicable and all prices include the hire of the goods, set up at the event and collection afterwards (unless otherwise stated).

Name .....
Home Address .....
..... Post Code .....
Telephone No. .... Mobile .....
E-mail Address .....
Date of Event .....Time of Event .....
Venue .....
Name of Room/marquee .....
Venue Address Name of Contact at Venue .....
Number of chair covers/sashes for Ceremony .....
Number of chair covers/sashes for Reception .....
Organza Sash Colour .....
Price per Chair Cover/
Other Hire Items .....
Total Cost £.....

## Terms and Conditions of Hire

1. A £50 deposit or 20% of the total cost (whichever is the greater) is required to secure the booking.
2. A final invoice will be provided six weeks prior to the event date and all balances should be paid 28 days prior to the event. Without full payment Perfect Finishing Touches will be unable to dress your event or provide the hired items.
3. If any details on the event booking form are incorrect please inform Perfect Finishing Touches straight away.
4. The final total number of chair covers and sashes required for the event must be communicated to Perfect Finishing Touches 10 days prior to the event. If the number of chair covers required at this time increases by more than 10% Perfect Finishing Touches will do their utmost to fulfil this, however this cannot be guaranteed.
5. Any changes made to the booking form must be confirmed in writing by the person booking the event and this person is responsible for ensuring that all payments are made on time.
6. Perfect Finishing Touches will not be responsible for unfulfilled requirements where incorrect information is given on the booking form.
7. All hired items remain the property of Perfect Finishing Touches.
8. Perfect Finishing Touches does not accept responsibility for the misuse of hired items, nor does it take responsibility for the use of hired candles during the event.
9. The person named in this document as hiring the goods and services has responsibility to ensure that the hired goods are covered by their own public liability insurance or that of the venue. In this regard they will ensure that Perfect Finishing Touches is indemnified in respect of any claims made by any person for death, personal injury or venue damage caused by or in conjunction with the use of items hired from Perfect Finishing Touches.
10. Perfect Finishing Touches accepts that during the course of the event hired items such as chair covers and sashes may be subject to accidental stains from food and beverages. If however the hired items are subject to damage which cannot be repaired the person named in this document will be responsible for the cost of replacement. The cost incurred for chair cover replacement is £4.50 and for sash replacements £1.50.

Terms and Conditions of Hire Continued

11. All hired items must be available for collection by Perfect Finishing Touches on the morning after the event, either at the address detailed above or from another address agreed in writing by Perfect Finishing Touches prior to the event.
  
12. Cancellations will be accepted up to two months prior to the event; however the deposit paid is non-refundable. Cancellations after the two months will require full payment of outstanding monies.

I declare that I have read, understood and agree to the terms and conditions of hire outlined above and that I shall be responsible for all items hired.

Print Name .....

Signature .....

Date .....