

**CHAIR COVERS OF BRISTOL AND BATH BOOKING FORM**

Thank you for choosing to book with Chair Covers of Bristol and Bath. When we receive your completed booking form together with your deposit cheque, we will confirm your booking and send a receipt. Deposit 25% of total bill. **Full payment of the balance must be paid 28 days before your event.**

**Client details**

Name: .....	
Phone: .....	Mobile : .....
Email : .....	

Date of Event : .....
Date to be supplied: ( if different) : .....
Date to Collect : .....
Type of Event : ..... ( For wedding please specify if chair covers are for ceremony and / or reception )
Time of event : ..... Time chairs to be set up by: .....

Venue Name : (& function room name, if applicable) .....
Venue Address : .....
.....Post Code .....
Name of Contact at Venue : .....
Email address of contact : .....
Telephone No. of Contact : .....

**I enclose my deposit cheque of 25% of total bill.** Please make cheque payable to Gillian Thomas or bank transfer

**Nat West, Acc name G Thomas, Acc no. 20086377, sort code 60-05-22**

Balance is due 28 days before the event, we reserve the right to cancel the booking if the balance has not been paid by the date required. **I have read & agree to the Terms & Conditions as stated below please sign on the dotted line**

.....

### hire information - please indicate items and numbers required

<i>CHAIR COVERS</i> <i>Numbers required</i>	white lycra	ivory lycra	black lycra	white loose fitting	ivory damask loose fitting
<i>SASHES</i> <i>Numbers required</i>	colour	organza	satin	taffeta	chiffon ruffle white
hessian	lace	sandwich board	arrow blackboard	heart blackboard	narrow arch
wide arch	4ft LOVE letters	bay tree	pillar	tall lantern	flower wall
6.3m aisle runner	10.2 aisle runner	traditional post box	wishing well	vintage suitcase	large bird cage
tray on legs	3 tier stand	glass plate	glass bowl	heart tray	metal heart container
white wicker heart	white faux flower garland	satin ring cushion	just married hessian bunting	Mr & Mrs hessian bunting	wooden Mr & Mrs letters
tall wine glass	tall glass jar	medium glass jar	50cm martini glass	27cm martini glass	round glass bowl
glass cube vase	utensils	Massive glass bowl	80cm lily vase	3 x red lily vases	60cm lily vase
mirror plate	30cm bird cage	40cm bird cage	faux candle	white step ladder	cream metal jug
white metal easel	LOVE letters small	Mr & Mrs sign	Mrs & Mrs sign	Shabby chic bike	bridesmaid bouquet
Glass bottles	Small glass bottles	Vintage apple boxes	40cm silk flower filled LOVE letters	40cm silk flower filled heart	

**ADDITIONAL INFORMATION** Please describe theme and requirements as discussed for table and venue decorations, and any extra information.

## **CHAIR COVERS OF BRISTOL AND BATH - WEDDING CHAIR COVER HIRE BRISTOL**

07768 625 868 [info@chaircoversofbristolandbath.co.uk](mailto:info@chaircoversofbristolandbath.co.uk)

### **Terms & Conditions**

The company is :

Chair Covers of Bristol and Bath  
Great Elms  
Elms Cross  
Bradford on Avon  
Wiltshire  
BA15 2AD

The 'Hirer' is any person or company who has agreed to hire Goods from the Company.  
Goods or equipment means goods provided by the Company in accordance with the Company's Terms and Conditions of hire.

#### **Ownership**

All Goods & Equipment remains the property of the Company 'Chair Covers of Bristol and Bath'.

#### **Insurance & Liability**

During the period that the Goods and equipment are hired - from the time it is left at the venue/premises until it is collected, it is the Hirer's sole responsibility to ensure that the hired items are fully covered by either their own insurance or the venues insurance with regard to public liability risks. Chair Covers of Bristol and Bath will not be liable with respect to any claims made by any person for the death, personal injury, or damage caused by or in conjunction with the hired items from Chair Covers of Bristol and Bath.

#### **Booking & Deposit**

The booking form must be completed, a non- refundable deposit of 25% of total bill is required to secure the booking, the final invoice will be sent to the leading name on the booking form and the balance must be paid 28 days prior to the event. If payment is not received before this time we will assume that our services are no longer required and the booking will be cancelled. Payment can be made by cheque or bank transfer.

#### **Cancellation**

Cancellation up to 4 weeks before the event will not be charged, however the deposit is non-refundable and will not be returned to the hirer. If the event is cancelled less than 4 weeks to the event the full amount is required.

#### **Changes to an order**

Changes can be made to an order up to 4 weeks prior to the event. After the invoice has been paid, we are unable to offer any refunds, but can offer exchanges subject to availability. Items can be

added as long as they are available, an additional invoice will be issued and payment will be required immediately.

### **Missing Goods and Equipment**

The hirer is responsible for all hired goods and equipment, it is their responsibility to check for shortages or damage on arrival of the goods and to inform the company on the day of delivery. Any items notified to us after the day of delivery will be classified as lost or damaged and will be charged for. It is the responsibility of the hirer to inform us. Shortages of hired goods will be charged at the full replacement value, Chair covers £6, sashes £2 table runners £4, all details are available on request. The final number of hired items left at the venue is the number we expect to collect at the end of the hire period. After collection if any items are missing then we will inform your venue and the lead name on the booking form. An invoice for any missing Goods will be issued to the lead name. Substitutions will not be accepted.

### **Damaged Goods or Equipment**

The hirer is responsible for all hired goods and equipment, it is their responsibility to check for shortages or damage on arrival of the goods and to inform the company on the day of delivery. Any items notified to us after the day of delivery will be classified as lost or damaged and will be charged for. It is the responsibility of the hirer to inform us. Damaged goods will be charged at the full replacement value, Chair covers £6, sashes £2 table runners £4, all details are available on request. . After collection if any items are damaged then we will inform the lead name on the booking form. An invoice for any damaged Goods will be issued to the lead name. Standard laundering of the goods is included in the price, this includes light food and drink stains, scuff marks from shoes, if however there is irreversible damage or obvious mistreatment of our goods, such as rips, cigarette burns, drawing on goods, candle wax or excessive food and drink stains then an invoice will be issued to the lead name on the booking form. Substitutions will not be accepted.

### **Venue**

It is the hirer's responsibility to check with the venue that they have put out the correct number of chairs and that they are in the correct position for us to dress. If the event has a ceremony, remember to check with your venue if they supply extra chairs for the registrars. Venues will have extra chairs at the front which you will need to include in your order of chair covers and sashes. We will only cover the chairs that have been put out for us, it is not our responsibility to rearrange or move furniture. We will not leave spare covers or sashes. If at the time of set up we find that the chairs are not the ones confirmed by the lead hirer or by a delegated member of staff at your venue, this may result in the chair covers not fitting. In this instance refunds are not possible and any outstanding payments will be still due. To avoid this happening we urge you to keep us updated if your venue replaces their chairs.

### **Photography**

The company reserves the right to use any photography of events for promotional purposes unless otherwise stated by the Hirer.

### **Acceptance of Terms & Conditions**

Payment of your deposit and signature on your booking form, is deemed as you having read, understood and accepted the Terms & conditions of hire set out by 'Chair Covers of Bristol and Bath' Please contact us if you would like to ask about any of these terms & conditions.

