

## Booking Form & Contract.

### Customers Details

Lead name: ..... Address: .....

Telephone daytime: .....

Telephone mobile: ..... Email: .....

### Event details

Event date: ..... Start time: .....

Venue name: ..... Venue address: .....

Room name: .....

Please State;

Civil ceremony Wedding meal Evening reception Corporate function Other

### Venue Deco

Item	Number Required & Colour	Colour Required	Additional Details
1.Chair covers			
2. Table Runners			
3.Twinkle Backdrop		Place;	
4.Twinkle Top Table Skirt			
5.Twinkle Cake table skirt			
6.Twinkle Bridal Arch		Place;	
7. Twinkle Package			
8.Post Box		Names;	
9.LED Dance floor		Size;	
10.Dressed Bay Trees		Place;	

## Additional Deco

Should you require any of our centrepieces, balloons, scatter crystals, personalised chocolates or any other service or addition information please record them here.

Items required	Colour/Style	Number

## Payment Terms – Bacs\Cheques\Paypal\Cash

**£50** deposit is due with your booking.

The balance will be deemed due and is therefore payable 28 days prior to the event

Cheques should be made payable to Sparkle n Shine Weddings and sent to 17 quarry Street Cudworth Barnsley S72 8SL.

Bacs Payments should be sent to -Account Number – 83436187 Sort Code – 20 76 89 which is Sparkle n Shine weddings. Please quote Your full name and date of wedding as reference so patment can be allocated to you.

**PAYPAL**;scsagar6@aol.com

**CASH** In Person to 17 Quarry Street Cudworth Barnsley S72 8LS

Please keep a copy of this booking and contract for your own records

Please fill in and send all pages back.

## Terms & conditions of hire

1. The **Owner** is Mrs Vikki Sagar Trading as Sparkle 'n Shine Weddings.
2. The **Hirer** is the lead name on the booking form.
3. The **Hire Period** shall be the event date on the booking form.
4. **Hired Goods** shall be all items listed on the Final Invoice.
5. At all times the Hired Goods remains the **property of the Owner**
6. The Hirer shall be solely responsible for the Hired Goods and shall be alone responsible for **insuring the goods** from time of installation and/or acceptance until return and acceptance of goods back into the possession of the Owner.
7. The Owner shall **not be responsible** for injury or damage to persons or property howsoever sustained arising from any Hired Goods.
8. In the event of a **cancelled booking**, a cancellation charge will be levied by the Owner, at 25% of the total value of the estimated order. Cancelled bookings with less than 3 months before the Hire Period will require full payment.
9. A non refundable **£50 deposit** is required to secure all bookings. When the Owner has received the booking form the Hirer will receive an Order Confirmation form and request for the deposit.
10. Any monies paid maybe transferable **but not refundable**.
11. **Final numbers** – The Owner will contact the Hirer at 6 weeks before the Hire Period. When the final numbers and requirements have been given the Owner will send the Hirer a final invoice.
12. **Full payment** for all Hired Goods is required 28 days before the Hire Period. The Hirer is responsible for ensuring that all payments have been received by the Owner.
13. **Shortages and damages to Hired Goods** - On collection if any of the Hired Goods are missing then the Owner will send a replacement invoice to the Hirer. Standard laundering and cleaning is included in the price of the Hired Goods. The Owner will not invoice additional charges to the Hirer for stains from food and drink and light scuff marks from shoes. The Owner considers these stains as part of an event. However, if the Owner finds that irreversible and/or damage through mistreatment has been caused to Hired Goods for example rips, cigarette burns, candle wax, excessive food and drink stains etc then the Owner will issue the Hirer with a replacement invoice. Replacement charges for all Hired Goods are available upon request by the Hirer. Replacement invoices will be issued within 28 days after the Hire Period.
14. Sparkle n Shine takes no responsibility, nor will we pay any compensation, for lateness due to circumstances beyond our control.
15. **Final invoice will include a security deposit of £50, which will then be refunded upon collection of the hired goods.**

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### Declaration

I declare that I am the Hirer and that I have read and agree to these terms and conditions of hire.

**Sign:**

**Print:**

**Date:**

Where did you hear about our products.....