

BOOKING FORM



Full Name:
Company:
Address:
.....
.....
Postcode:
Contact No's:
Landline..... Mobile..... email.....
Date of event:..... Date to supply (if different)
Date to collect:(if known)Event ready by:.....
Type of event:..... Ceremony or Reception(if applicable).....
Where did you hear about us?(Helps us know what advertising works).....

Venue Name:
Function Room:
Address:
.....
Postcode:
Contact Name:
Contact Tel No:

Quotation Reference/Order Number

Please enter your Reference/Order Number below which can be located on your Quotation. If you have not received a Quotation Reference then please contact our Office on 01424 870084 to obtain one.

Order/Reference Number: *

Purchase Order Number (Corporate Clients Only)

If you have a Purchase Order Reference then for your booking then please state it below.

Purchase Order Number:

I agree to the Terms and Conditions as stated below of this booking form.

Signed:..... Date:.....

Deposit Payment

In order to secure the date, we require a deposit of £100.00. Please make cheques payable to 'Bows Events Ltd' or alternatively you can call our office with your credit/debit card details to take the £100.00 deposit to secure the day. Once we have received your completed booking form and deposit, a confirmation will be sent via email.

Terms & Conditions

Please read before booking:

Should we be required to dress an event out of hours (8am – 5pm) or on a bank holiday there may be additional charge for this, please contact us for more information.

We do hold a credit/debit card as a holding card while the goods are on hire. If anything were damaged or missing we will automatically take replacement costs of the item/s from this card and send a receipt for this along with the description of the item/s missing/damaged. If the item/s are returned back complete and undamaged we can refund you for those items. Instructions on how to do this can be found on the invoice. (PLEASE NOTE: THIS IS NOT APPLICABLE FOR CORPORATE CLIENTS AND ANY MISSING/DAMAGED ITEM WILL BE INVOICED AFTER THE EVENT)

We are unable to un-stack or put out chairs at your venue. This something you need to sort with the venue before our arrival. If there is an issue and we do need to put chairs out, there is an additional charge of 30p per chair. This payment will be taken directly from your holding card and a receipt will be sent.

It is your responsibility to arrange with your venue to have the correct amount of chairs available for us to dress. We will only cover the chairs that have been put out for us. We are unable to leave any spare covers/sashes.

Napkin ties are pre tied as bows and laid on napkins

General

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

Booking

A £100.00 non refundable deposit is required to reserve your booking. A minimum spend requirement of £150.00 is required within 20 mile radius of Bows Events or a minimum spend of £220.00 outside of this area. For London we have a minimum spend of £300.00. Bookings can be completed on our website on the home page. Deposits can be paid using credit or debit card. We can send paper copies of the booking forms in the post if required.

Acceptance of Conditions

The customer's acceptance of goods on hire implies acceptance by signing and agreeing to our Conditions of Hire as given below.

Retention of Title

All goods remain the absolute property of the company and the customer undertakes not to sell, offer to sell, assign charge, pledge or underlet, lend or otherwise deal with the products unless agreed otherwise with the company.

Day of Setup

On the day of setup, we will require all linen on the tables ready for us to dress, this includes; Table Centrepieces, Swagging, Finishing Touches etc..

Cover Loss or Damage of Hired Equipment

The Customer assumes complete responsibility for loss of or damage to the hire products (Other than fair wear and tear) from the time the equipment is collected or delivered at the venue/premises, until it is collected. The charge will be the cost of replacing the equipment with new stock. Chair covers at £10.00 each and organza sashes at £3.00 each. For a full list of other prices please contact us.

Payment for Damaged or Missing Items

By accepting the booking form you are happy for us to take payment on your credit/debit card for any missing/damaged items at replacement cost. We will remind you 4 weeks in advance of the event that we will require a credit/debit card number as a form of security for any missing/damaged goods should there be any. Your details will be deleted from file as soon as the items are returned complete and undamaged or after payment has been taken. There is a 2% charge on credit card transactions. If we do need to charge your credit/debit card we will send your receipt along with a description of the goods that were missing/damaged. If you are able to send any missing items back we will be happy to refund you. We strongly recommend that you check the items before they are collected and sign them off when the driver comes to the venue, if you are unable to do this we will check the items at the warehouse and our decision is final. (PLEASE NOTE: THIS IS NOT APPLICABLE FOR CORPORATE CLIENTS AND ANY MISSING/DAMAGED ITEMS WILL BE INVOICED AFTER THE EVENT)

Charges for replacements of items hired:

£10.00 per chair cover and/or £3.00 a organza sash. Please contact us for other prices of goods hired. All costs taken are at replacement cost. Please note, any charges that fall under £10.00, will be charged a card payment transaction fee of £1.00.

Manzanita Tree's & Ostrich Feather Decorations

When hiring either the Manzanita Tree's with Crystals or any decorations that require Ostrich feathers, we do stress not to let your guests remove any of the items from the display. All of the items on the displays are counted before we leave and will be recounted when we come to pick the goods up. Anything missing will be taken from the holding credit/debit card.

Venues

We always suggest that you let your venue know the final quantity of chairs you require for them to prepare the room with. We do not leave spares behind and will only dress the chairs placed out. Occasionally venues ask us to cover extra chairs that haven't been paid for, if this is the case we will take this from the holding details on file.

Hire Charges - Period of Hire

The hire charge for the products commences from the time that we dress the venue, and continues until the equipment is collected. The company will require a deposit of £100.00 to secure your booking, cheques made payable to 'Bows Events Ltd'.

Payment - NON CORPORATE EVENTS

The full balance is due 4 weeks prior to your event date and an invoice will be sent 6-8 weeks in advance, if for any reason you don't receive an invoice please contact us asap. If payment is not received before this time, we will assume our services are no longer required and will automatically cancel the order. Once the invoice has been paid we cannot issue refunds on any items that are no longer required but can exchange items subject to stock. Cancellation will result in the forfeit of the deposit or full amount 4 weeks prior to the event.

Payment - CORPORATE EVENTS

Depending on prior Agreement, we will send an Invoice after the Event has taken place. Payment is due in 30 Days from the Date on the Invoice.

Changes to an order - NON CORPORATE EVENTS

You can make changes to your order up to the point of 4 weeks in advance of the event. Significant changes to an order may change the quote you originally obtained. We do have a minimum spend requirement of £150.00 for venues inside of our 20 mile radius and £220.00 outside. Once the invoice has been paid we are unable to offer any refunds for unwanted goods but can offer exchanges subject to stock. Items can be added on as long as they are in stock at any point. Please note, any changes to an existing order that fall under £10.00 will be charged a card payment transaction fee of £1.00.

Changes to an Order - CORPORATE EVENTS

Changes can be made prior to the Event as long as Stock and Preparation Time is Available.

Cancellation

Cancellation will result in the forfeit of the deposit or full amount 4 weeks prior to the event.

Adverse Weather Conditions

We cannot accept responsibility for any of our items that are used outside should they be damaged, soiled or affected by weather conditions after we have left them - Examples are; Aisle Runners getting wet & badly soiled (There may be an additional cleaning fee should the item be badly soiled or charged at replacement cost in the event cleaning fails), Outside gazebos where fabrics are affected by wind or rain. Swagging & Draping are intended as temporary constructions, severe weather conditions may affect the completed look. In the event of adverse conditions, it is Bows Event's sole discretion on all outside decor if to provide the hired items due to potential damage and safety. Therefore, no refunds are given for any items not used under such incidences or should be affected by weather.

Cancellation Due to Adverse Weather

In adverse weather conditions such as Snow & Ice, it is Bows Event's decision not to deliver/setup hired goods to the venue if it jeopardises the safety of our staff. Bows Events will endeavour to get the hired goods to the venue and exhaust every option that is available before cancellation of the booking. It is the responsibility of the hirer to make sure the hired goods are insured for such incidences. As a gesture of good will, we would be happy to move the event up to 6 months subject to availability.

Termination of Liability

The Company shall be relieved of all liability for obligations incurred to the Hirer and any other third party.

Law

This contract shall be governed by English Law in the Courts of England.

Bows Events Ltd
Unit 26, Vinehall Business Centre
Vinehall Road
Robertsbridge
TN32 5JW

Tel: 01424 870084 (9am to 5pm Mon to Fri)
Mobile: 07535 840084 (Out of office hours)
Email: info@bows-events.co.uk