



Booking form

Customer details

Lead name: Address:

Telephone daytime:

Telephone mobile: Email:

Event details

Event date: Start time:

Venue name: Venue address:

Room name:

Please circle: Civil ceremony Wedding meal Evening reception Corporate function Other

Venue decoration details

If you hire multiple items then package prices are available upon request.

	Item	Price	Number required	Additional details
1	White chair cover with organza sash	From £3.50 per chair		Colour required ¹
2	White chair cover with organza sash and flower decoration	From £4.00 per chair		Colour required ¹
3	White chair cover with organza wrap	From £4.00 per chair		Colour required ²
4	White chair cover with organza wrap and flower decoration	From £4.50 per chair		Colour required ²
5	White chair cover with organza wrap and diamante buckle	From £5.00 per chair		Colour required ²
6	Black (lycra) chair cover with organza sash	From £2.50 per chair		Colour required ¹
7	Twinkle backdrop	£259.00 each		Location
8	Twinkle backdrop with side swags	£279.00 each		Location
9	Twinkle backdrop - full room up to 100 metre.	£POA		Location
10	Window drapes	£POA		Location
11	Ceiling swags	£POA		Location
12	Uplighter	£25.00 each		Filter colour required / Location
13	Bay tree	£30.00 each		Location
14	Organza top table runner	£10.00 each		Colour required ³



Pretty Chairs

Chair covers & venue decoration

Email: sales@prettychairs.co.uk

Web: www.prettychairs.co.uk

Telephone: 0114 2352102

15	Organza table overlay	£10.00 each		Colour required ⁴
16	Organza table runner	£10.00 each		Colour required ⁵
17	Oversized round mirror plates with scatter crystals	£7.50 each		Location
18	Tall hurricane lamps – glass ball	£30.00 each		Location
19	Tall hurricane lamps – crystal ball	£45.00 each		Location
20	Silver candelabra	£30.00 each		Location
21	Silver candelabra with decoration (flower, pearl, crystal, butterfly)	From £35.00 each		Location
22	Candle holder (crystal, diamante)	From £10.00 each		Location
23	Frosted votives	£1.00 each		Location
24	Vintage bird cage candle holder	From £15.00 each		Location
25	Moroccan lantern	£10.00 each		Location
26	Outdoor hexagon lantern	£10.00 each		Location
27	Aisle runner with swags and roses	£10.00 per metre		Length
28	Ceiling lanterns	From £5.00 per lantern		Colour

Notes

¹ Single organza sash available in: Baby Pink, Hot Pink, Red, Claret, Gold, Silver, Lilac, White, Baby Blue, Brown, Sage Green, Black, Purple, Dark Purple, Aqua, Navy Blue, Champagne, Lemon, Orange, Teal, Mocha.

² Wraps are available in: Gold, Silver.

³ Top table runner size 12” x 240” available in: Baby pink, Hot pink, Red, Claret, Gold, Silver, Lilac, White, Sky blue, Brown, Sage green, Black, Purple, Champagne, Lemon, Orange, Teal, Mocha.

⁴ Table overlay size 72” x 72” available in: Baby pink, Hot pink, Red, Claret, Silver, Lilac, White, Sky blue, Brown, Black, Purple, Champagne, Lemon, White, Mocha.

⁵ Table runner size 12” x 84” available in: Gold, Sage green



Terms and conditions of hire

1. The **Owner** is Mr Richard & Mrs Kate Mason Trading as Pretty Chairs.
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 **25% 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. **Final numbers** – The Owner will contact the Hirer at 28 days before the Hire Period. When the final numbers and requirements have been given the Owner will send the Hirer a final invoice.
11. **Full payment** for all Hired Goods is required 14 days before the Hire Period. The Hirer is responsible for ensuring that all payments have been received by the Owner.
12. **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.
13. **Minimum number policy** – an additional charge of £30.00 will be added to all bookings that require less than 60 chair covers.
14. The Owner reserves the right to use any **photography** taken during the Hire Period for promotional purposes unless otherwise advised by the Hirer.

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:

Go Green We are committed to finding ways of reducing our impact on the environment through saving paper and the energy used to produce, transport and dispose of it. You can help us by opting to pay your account via electronic transfer and to receive your invoices by email. Are you happy for us to send your invoices by email? Yes No - If No then we shall send via post

Where did you first hear about our products? (Google, Advert, Friend, Hotel, Wedding fayre etc)