



Pretty Chairs

Chair covers & venue decoration

Email: sales@prettychairs.co.uk

Web: www.prettychairs.co.uk

Telephone: 0114 2352102

Booking Form

Complete page 1 then sign page 2 and return to our office address found below.

Once we receive your booking form we shall confirm your order and send you an invoice for a 25% deposit.

Unless otherwise stated all hired items include delivery, setup and collection. VAT is not applicable.

Customer Details *about you!*

Lead name: Address:

Telephone daytime:

Telephone mobile: Email:

Event Details *about your event!*

Event date: Start time:

Venue name: Venue address:

Room name:

Chair Covers & Organza Sashes *transform your event!*

How many chair covers: Sash colour* (tied in a bow): Wrap colour: (Gold or Silver only)

Which chairs will we be dressing**?: Civil ceremony Wedding meal Evening reception Corporate function Other

If we have not previously dressed your venue then we will visit your venue or send you our sample sizes to establish the size you need.

* 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.

** We will only dress your chairs once and if our covers and sashes are required for different stages of your day then you will need to arrange for the chairs to be moved by members of staff at your venue.

Twinkle Backdrops *give a real night sky twinkle, when only the maximum effect will do!*

Price £259.00 per 9 metre x 3 metre backdrop

Please specify where you would like the backdrop to be positioned:.....

Uplighters *colour wash your backdrop, walls and ceilings!*

Price £25.00 each includes your choice of colour filter

Number of uplighters required: Filter colour: Location:

Bay Trees *locate them either side of your top table, registrar table etc the choice is yours!*

Price £60.00 per pair Price includes 2 of our 5ft artificial bay trees, square planter, dressed with an organza bow and fairy lights.

Please specify the indoor location of where you would like the trees to be positioned:.....

Table Runners & Overlays *place on top of a standard table cloth to match your colour scheme!*

All table runners and overlays will either be posted to the lead contact address 4 to 7 days before the event date or delivered to your venue.

Item	Price	Colour	Quantity
Top table runner – Size 12” x 240” (depends on the table size but should be suitable for 8 to 14 chairs) <i>Baby pink, Hot pink, Red, Claret, Gold, Silver, Lilac, White, Sky blue, Brown, Sage green, Black, Purple, Champagne, Lemon, Orange, Teal</i>	£10.00		
Table runner – Size 12” x 84” (suitable for 5ft and 6ft round tables) <i>Gold, Sage green</i>	£10.00		
Table overlay – Size 72” x 72” (suitable for 5ft and 6ft round tables) <i>Baby pink, Hot pink, Red, Claret, Silver, Lilac, White, Sky blue, Brown, Black, Purple, Champagne, Lemon</i>	£10.00		

Candelabras *finish your tables with an elegant 80cm tall 5 arm silver candelabra! Crystal pendants scatter crystals and round table mirrors are optional extras*

Price £30.00 each includes 5 dinner candles Number of candelabras required:



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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, Yahoo, Hitched, Advert, Friend, Hotel etc)