



Lily's Rustic Weddings

## Booking Form

\*Required Field

\*Date of Wedding: \_\_\_\_\_

### *Contact Information*

Lead contact details:

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_

\*Tel/Mobile No \_\_\_\_\_

\*Email \_\_\_\_\_

\*Partner name & contact number: \_\_\_\_\_

\*Contact name and number for the wedding day:

### *Wedding Information*

\*Ceremony time & no. of chair covers/sashes required: \_\_\_\_\_ & \_\_\_\_\_

\*Ceremony Venue Address (Including Postcode):

\*Reception time & no. of chair covers/sashes required: \_\_\_\_\_ & \_\_\_\_\_

\*Venue Contact Name & Number: \_\_\_\_\_

\*Reception Venue Address (Including Postcode):

\*Chair cover colour: White/ Black/ Ivory \*Sash Colour & Type: \_\_\_\_\_

\*Sash Accessory: diamante buckle

\*Agreed Set-up & Collection Date/Time:

# Terms and Conditions

- 1. Payment:** A *non-refundable* deposit of £100 is required to confirm and hold your booking (£50 for orders under £150). Full payment will then be due 14 days prior to the date of your event. Failure to make this payment deadline may result in goods and services not being dispatched or undertaken. Payment can be made by Cash, Bank Transfer, or Cheque. Bank details will be supplied on our invoice.
- 2. Adjustments:** Final numbers must be confirmed a minimum of 28 days prior to the booking date in order for adjustments to be made to the final invoice if the quantity change is more than 10. For changes less than 10, a notice period of 14 days will apply. No refunds will be issued after this date. Any increase in numbers will be charged accordingly. For Décor items, 28 days notice must be given in order for a refund to be arranged.
- 3. Insurance:** Lily's Rustic Weddings and their hire items are all covered by our public liability insurance
- 4. Ownership:** Goods at all times remain the property of Lilys Rustic Weddings.
- 5. Cancellation:** In the event of a cancellation more than 28 days prior to the event the non-refundable deposit of £100 will be retained however no further charges will apply. Cancellations under 28 days prior to the event will be charged at 50% of the order value less £100 deposit. Exceptions apply only in the case of postponement of the event subject to availability.
- 6. Access:** It is the responsibility of the hirer to ensure that the chairs & furniture being dressed on the day are set up and ready for fitting at the agreed access time on the booking form. Failure to do so will result in a charge of 30p per chair being charged.
- 7. Damage:** Standard laundering of hired items is included in the price quoted. This includes removable light stains from food, drink and light scuff marks from shoes. However, if upon inspection after your event we find that irreversible damage has been caused to our hired items, for example rips, footprints, drawings, cigarette burns, candle wax and excessive stains & scratches etc then this will result in damaged goods being charged at full replacement value shown on the Replacement Price List below.
- 8. Shortage:** The hirer is responsible for the safe keeping of all hired items from collection through to return to Lilys Rustic Weddings. Upon collection/receipt of goods after hire, if any hired items are missing then we will inform you within 7 days. If the missing items are returned within 14 days after the event no charges will be applied. Failure to return the missing items will result in the full replacement fees being charged as per the Replacement Price List below.
- 9. Collection:** Lilys Rustic Weddings will collect the hired items the day after the event has taken place from the event location or from a location that has been confirmed in advance. Goods must be ready and available for collection at the agreed time. Sashes must be untied. It is the hirers responsibility to ensure that any persons assisting with removal are made aware of this (including the wedding venue staff). Any failed collections will be charged for accordingly.
- 10. Removal Services:** If a chair cover removal service has been booked and paid in advance it is the responsibility of the hirer to organize a convenient time at the venue for this to take place the day after the event.

**11. Returns:** If agreed that the hirer will return the hired items, all items must be received at the agreed location by 5pm the day after the event unless otherwise stated in writing. Late returns will be charged at £50 per day.

**12. Décor Items – including but not limited to all Vases, Mirrors, , Candle Holders & Candelabras:** Terms & Conditions as above plus the following – Where these items are hired without chair covers, collection and return of these items are the responsibility of the hirer unless otherwise agreed. Items must be collected the day before the event and returned the day after in their original packaging. It is the responsibility of the hirer to ensure that all items hired are covered in transit by their insurance unless delivered by Lilys Rustic Weddings. Lilys Rustic Weddings 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 Lilys Rustic Weddings. A delivery and collection service can be organized at an extra cost. Any damage to these hired items will be charged at the full replacement value as stated on this form. Replacement prices for all hired items available on request.

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**Thank you for choosing Lilys Rustic Weddings for your special day. Please sign and date below and return to us, along with your deposit cheque, to Julie Young, 17 Northfield Road, Fleet, Hampshire, GU52 6EA. If you wish to make payment by alternative means please contact us for details.**

Your signature on this form is deemed that you have read, understood and accepted our terms and conditions of hire. Please do not hesitate to contact us if you have any queries about the above items.

**Signed.....**

**Date.....**