



# Charm & style

Making Sure All Occasion's  
Are Covered

*11 Drake Avenue, Newtown, Great Yarmouth Norfolk NR30 4BS*  
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*www.charmandstyle.com*

Please Print this booking form out and return it to us through email at the address provided, once We receive your booking form we will check the dates and confirm with you ASAP, we will also check With the venue you have stated in your booking form that our chair covers fit and if everything is Okay we will then proceed with the booking

Name & Address.....

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Email.....

Contact Phone Number.....

Date & Location of wedding/ceremony.....

Approx number of guests expected.....

Your choice of colour.....

(Please state chair and sash colour)

Do you have access to the venue before and after the event.....

Do you require table runners or swags if so please state the colour and the quantity

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Telephone number of the venue and contact name at

Venue.....

Which chairs will we be dressing (please circle which applies Civil ceremony, Wedding meal, Evening reception, corporate function

Do You Require Sweet and Treat Tables.....

If Yes which Table do you require.....

Please note a separate deposit is required of £50 for sweet and treat which we will hold until after the event to cover for breakages and Loss.

## Terms & Conditions Of Hire

1. If any details on your Booking Form, Order Confirmation Form or Final Invoice are incorrect please Inform charm and style.

Charm and style will only accept changes to an order from the lead contact via email, telephone, fax, In person or post.

Any bookings that are not carried out due to incorrect information on the above forms will require full Payment.

If at the time of set up we discover that the chairs are not the ones as confirmed by the lead contact or by a delegated member of staff at

Your venue then this may result in your ordered covers not fitting. In this instance, we are afraid Refunds are not possible and any Outstanding payments are still due. To avoid this situation, we ask that you keep us updated if your venue replaces their chairs.

2. Final numbers for hired items should be made clear to charm and style 2 weeks before the event. We will allow for slight adjustments to your original estimate as we understand that it is difficult to predict exact guest numbers before this time, we are generally able to accommodate increases on original estimates. We cannot guarantee that sudden increases in numbers at the last minute can always be accommodated. There are no penalties for numbers going down except if your numbers fall below our minimum number.

The final invoice is always calculated to the final number of covers required and to bookings where our minimum

Number policy has been applied the final Invoice will include an additional charge. See item 10.

3. Please note that cancellation by the customer with less than 3 months till the booked date will Require full payment. Cancellation outside of this time by customers does not require additional payment, but all deposits from the time of Booking are unfortunately non-refundable.

**4. A £100 deposit is required to secure all bookings this is separate from the total price to ensure Against damage to hired equipment. Our booking policy is on a first come first serve Basis. This money will be returned to you no later than 7 days after the hire date and the safe return and no damage of hired items**

5. The final number of hired items fitted and installed at your venue is the number that we expect to Collect after your event. On collection if any hired items are missing then we will inform your venue and the lead contact will be issued with an invoice to replace missing items at costs of £18 per chair cover, £4 per sash £4 for table runner sash, and swags £30 each The lead contact is responsible for the safe keeping of our hired items before, during and after use.

Charm and style will collect all hired items within 48 hours after the event from the event location or from a location that has been confirmed and agreed by charm and style. Any hired items that are lost or damaged whilst the customer has responsibility will require full replacement and the lead contact will be invoiced accordingly.

.Charm and style will make every effort to fit in with the setup and collection arrangements Of venues and other suppliers such as marquee/chair providers, and aim to deliver, dress and collect all hired items at a time most convenient to other service providers.

**6 All outstanding payments are due 4 weeks prior to your event and without this payment, charm and Style staff cannot send out items, or set out to dress an event. It is the lead contacts responsibility to ensure that all payments have been sent and received by charm and style.**

7. Standard laundering of hired items is included in all of our prices which include stains from food and drinks and light scuff marks from Shoes. Charm and style consider these stains as part of an event. Charm and style will therefore not Invoice additional charges to the lead contact

After the event. However, if upon inspection after your event we find that irreversible or damage Through mistreatment has been caused to our hired items for example rips, footprints, evidence of guests drawing on the linen, cigarette burns, Candle wax and excessive food and drink stains etc then this will result in Charm & Style issuing the lead Contact an invoice to replace the Damaged stock. See Item 5.

8. It is the lead contacts responsibility to ensure that the hired items are fully covered by either their Own insurance or the venues insurance with regard to public liability risks and indemnify Charm and style in respect to any claims made by any person for the death, personal injury or venue damage caused by or in conjunction with the use of our hired items from charm and style

9. at all times during your event the hired items remain the property of charm and style

10. Minimum number policy – an additional charge of £30 will be added to all bookings that require Less than 50 chair covers.

11. Payment of your deposit and signature on your booking form, is deemed as you having read, Understood and accepted the terms and Conditions of hire. Please do not hesitate to contact us if you would like clarification on any of the above items.

**PLEASE NOTE THAT ALL DEPOSIT NEED TO BE PAID TO SECURE THE BOOKING AND TOTAL PAYMENT MUST BE RECIEVED 4 WEEKS PRIOR TO THE EVENT, CHARM AND STYLE HAVE THE RIGHT TO CANCEL THE BOOKING IF OUTSTANDING INVOICES ARE NOT PAID**

#### Declaration

I declare that I have read and agree to the terms and conditions of hire and that I shall be responsible For all hired items.

Charm and style will not accept booking forms from customers that have not signed the terms and Conditions declaration.

Sign:

Print:

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Date:

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

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