

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

PACKAGE PRICES AVAILABLE, contact us for a QUOTE. Terms and conditions apply.

All chair covers are made from a blend of poly cotton fabric unless stated. Price includes delivery, installation and collection.

All centrepieces come with candles included in the price.

	Item	Price	Number required	Additional details
1.	White chair cover (loose fit) with organza sash	From £3.75 per chair		Colour required ¹
2.	White chair cover (loose fit) with silver lycra band and diamante buckle	From £3.75 per chair		
3.	White chair cover (loose fit) with organza sash and flower decoration	From £4.00 per chair		Colour required ¹
4.	White chair cover (loose fit) with organza sash and vintage lace decoration and/or hessian.	From £4.75 per chair		Colour required ¹
5.	White chair cover (loose fit) with organza wrap	From £4.00 per chair		Colour required ²
6.	White chair cover (loose fit) with organza wrap and flower decoration	From £4.50 per chair		Colour required ²
7.	White chair cover (loose fit) with organza wrap and diamante buckle	From £5.00 per chair		Colour required ²
8.	Black chair cover (lycra stretch) with organza sash or silver lycra band with diamante buckle	From £2.75 per chair		Colour required ¹
9.	White chair cover (lycra stretch) with organza sash or silver lycra band with diamante buckle	From £2.75 per chair		Colour required ¹
10.	Twinkle backdrop	From £150.00		Location
11.	Twinkle backdrop with side swags	From £179.00		Location
12.	Up lights – venue lighting, colour wall wash.	£15.00 each		Filter colour required / Location
13.	Decorated Bay tree	£25.00 each		Location
14.	Organza top table runner	£10.00 each		Colour required ³
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 – glass ball, filled with artificial rose heads	£35.00 each		Location
20.	Tall hurricane lamps – glass ball, filled with fresh flowers	£40.00 each		Location
21.	Tall hurricane lamps – crystal ball	£35.00 each		Location
22.	Grand Silver candelabra	£30.00 each		Location
23.	Grand Silver candelabra with decoration (flower, pearl, crystal, butterfly)	From £35.00 each		Location
24.	Grand Silver candelabra with fresh flowers – flower base or head ball	From £65.00 each		Location
25.	Small Silver candelabra	From £15.00 each		Location
26.	Frosted votives	£1.00 each		Location
27.	Vintage bird cage candle holder	From £15.00 each		Location
28.	Moroccan lantern	£10.00 each		Location
29.	Outdoor hexagon lantern	£10.00 each		Location
30.	White Aisle runner decorated with organza swags and roses	From £100.00		Length
31.	Chinese ceiling lanterns – mixed sizes	From £4.00 per lantern		Lantern colour Ribbon colour
32.	Replica Royal Mail Post Box / Vintage Suitcase	From £35.00		White or Red Married name
33.	Vintage crockery – tea cups, saucers, milk jug, side plates.	From £1.00		Location
34.	Large light up wedding letters L O V E	From £175		Location
35.	Twinkle dance floor (white)	From £295	Size	Location

Notes

¹ Single organza sash size 7” x 108” 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, British Racing Green, Antique Rose Pink.

² Organza wraps size 14” x 108” available in: Gold, Silver, Pewter, Butter cream, Royal Blue.

³ Top table runner size 12” x 300” available in: Baby pink, Hot pink, Red, Claret, Gold, Silver, Lilac, White, Sky blue, Brown, Sage green, Black, Purple, Champagne, Lemon, Orange, Teal, Mocha, British Racing Green, Antique Rose Pink, Pewter, Royal Blue

⁴ Table overlay size 80” x 80” available in: Baby pink, Hot pink, Red, Claret, Silver, Lilac, White, Sky blue, Brown, Black, Purple, Champagne, Lemon, White, Mocha, Antique Rose Pink, Pewter, Butter cream.

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. 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. All invoices and correspondence will be sent via email. You can help us by opting to pay your account via electronic transfer.

Where did you first find out about Pretty Chairs? (Google, Advert, Friend, Hotel, Wedding fayre etc)

Why did you choose Pretty Chairs to play a part in your event?