

# HIRE BOOKING CONFIRMATION

EVENT DATE	
EVENT NAME	
BOOKING REF	
Date of Booking:	

## Terms & Conditions of Hire

- 1 - Unless otherwise stated, all goods supplied are on a hire basis only and title remains with Essential Wedding Hire. Hereafter known as the **Hiree**.
- 2 - **The Hirer** is the person named on the booking form. The Hirer takes full responsibility for the goods under these terms and conditions.
- 3 - **HIRE PERIOD** is for six days, with goods available for collection or dispatch 3 days prior to the event. For weekend weddings the earliest collection is the Wednesday prior to the event date. This can be extended at the Hiree's discretion and prior agreement for which a charge may be levied. (This will be noted clearly on your booking form). All goods must be returned by the following Monday after a weekend event or by the 6<sup>th</sup> day of hire. The day after the 6<sup>th</sup> day hire will be the 7<sup>th</sup> day. Upon the 7<sup>th</sup> day this will start a new hire period of six days hire period for which the full hire value of original signed booking form will be charged. On the 14<sup>th</sup> day after the original hire period if the goods have not been returned the hire period will stop and it will be deemed that you wish to purchase the goods at full retail value listed on the website for each item. A charge will be taken from your credit/debit card – details of which will be held by Essential Wedding Hire at the time of booking.
- 4 - **SECURING A BOOKING / PAYMENT:** A £50 (10% for Flower Bookings) non-refundable deposit will be required to secure a booking. Until the booking form and the Terms & Conditions Agreement (signed by the Hirer) and deposit is received back to the Hiree then no booking will be deemed to have been made. The balance is payable ONE full calendar month before the event date. If a booking is cancelled more than one month in advance then no more is payable but the deposit will not be refunded, if a booking is cancelled within one month then the full remaining balance is payable – These monies can be used against a future booking within 12 months if the event is only postponed. Bookings within one month must be paid in full at time of booking. **ESSENTIAL WEDDING HIRE WILL NOT ATTEND, SUPPLY OR PROVIDE ANY GOODS OR SERVICES IF THE FULL BALANCE HAS NOT BEEN PAID IN FULL – PAYMENT ON THE DAY OF THE EVENT IS NOT ACCEPTED.**
- 4a **ORDER CHANGES/CANCELATION OR REDUCTION OF HIRE GOODS:** Reductions in the quantities of hire goods within one month of the event date will not be refunded. Additions to hire goods quantities are subject to availability at the time of request only and not guaranteed.
- 5 - **DELIVERY / COLLECTION OF HIRE GOODS:** Glass products cannot be couriered and are hired on a collection basis only if supplied on a DIY hire basis. If glassware is booked along with other goods and venue dressing services where the Hiree will be setting up and attending the event venue, glassware can be delivered to the event along with all other hired products and services, this will be clearly stated on the Hirer's booking form and all details agreed by both the Hirer and Hiree.
- 5a - **COURIER COLLECTIONS & RETURNS**  
All hire goods suitable for courier delivery must be organised by the Hirer. Any courier company used by the Hirer must be guaranteed, insured and have a tracking number. Goods are to be booked on a next day courier service and notice given to the Hiree of the date of courier collection and return. See paragraph 3. HIRE PERIOD for the available collection and return times. Couriered returns from the Hirer must reach the Hiree by the 6<sup>th</sup> day of hire. In the event of delays in transit proof of dispatch will be required in order to levy any charges for late return of goods. The Hirer understands that hired goods are sent by courier at their own risk, therefore any loss or damages to the hired goods caused in transit are charged at the full retail value stated on the website for that item. All items received back via an independent courier will be checked whilst in the presence of the courier driver. Any breakages will be noted as such at that time on the manifest and charged accordingly to paragraph 7 on the Terms & Conditions. All disputes and/or claims regarding loss or damage of hire goods in transit remain between the Hirer and the Courier company used by the Hirer.
- 6 - **LIABILITY:** The Hirer is solely responsible for the Hired Goods not the reception/event venue/hotel/florist or any other third party to whom the Hirer has entrusted the Hire Goods. The Hirer alone shall be responsible for ensuring the Hired Goods are kept in good order from the time of despatch from the Hiree until back into the possession of the Hiree. Therefore if the Hirer intends to leave Hired Goods anywhere other than in the Hirer's possession before or after the event an agreement of a good provision of storage must be made and organized direct with the hotel or third party by the Hirer and does so at their own risk. If the Hirer intends to leave directly after the event finishes eg. Honeymoon, the Hirer must organize the take down, re-packaging and return of all hired goods prior to the event, nominating a third party to act on their behalf, the contact names, addresses and telephone numbers should be made known to the Hiree so that the goods can be located after the event. The Hirer will still be fully responsible for the hired goods even when dealt with by a third party.
- 7 - **PACKAGING:** All goods are provided packaged in boxes specifically made for that product. Therefore all goods must be re-packaged in the original boxes provided ready for collection/return. A charge will be made for non-return or damage of original boxes and packaging as this will then deem the hired goods unsuitable for future re-hire. Therefore a fee of half the retail value of the hired item will be charged.
- 7a - **CANDELABRA PACKAGING & CARE:** Candelabras are supplied in individual boxes unassembled with each individual component wrapped, this box is placed in an outer box. If candelabras are couriered the Hiree will seal the outer carton securely for transit. For return each candelabra will need to be dismantled into components, each component needs to be individually wrapped and put back into one box (one candelabra per box) Candelabras will get badly scratched or broken if not placed back into the supplied protective packaging. If this occurs a charge of the full retail value of the item will be charged. If Candelabras are returned back, with all candelabras thrown back in pieces in one carton, the full retail value of all the candelabras will be charged – this point will not be disputed as candelabras treated in this manner is disrespectful of the Hiree's goods and cannot be re-hired. Wire must not be used as it will scratch the Candelabras. Candelabras must not under any circumstances be transported when full assembled, the Hirer will do so at their own

## ESSENTIAL

Essential Wedding & Event Hire

Unit 3 & 4 Micklefield Hall Farm Cherry Walk off Sarratt Lane Sarratt Nr Rickmansworth Herts WD3 6AF

01923 775020

[www.essentialweddinghire.com](http://www.essentialweddinghire.com)

[www.essential-flowers.net](http://www.essential-flowers.net)

[mail@essentialweddinghire.com](mailto:mail@essentialweddinghire.com)

VAT Reg No: 873 6822 88

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7a continued..

risk. Candelabras can be returned dirty with any wax residue that may have occurred during the event, **DO NOT SCRATCH WAX OFF CANDELABRAS WITH ANY TOOLS OR IMPLEMENTS** – this will scratch the candelabras, only use hot water to remove wax.

- 7b **CRYSTAL TREES:** Crystal tablecentres are supplied and set-up on site by the Hiree only and not available for DIY. Loss of damage to crystal trees will be charged at the following costs: Metal Crystal Trees £500 / Standard (£40 hire) Manzanita Crystal Display £150/Large (£80 Hire) Manzanita Crystal display £300/Floorstanding Crystal Tree £1000
- 7c - **FEATHER CENTREPIECE HIRE:** Feather centerpieces are supplied by the Hiree in a set package consisting of 20 feathers, 80cm glass lily vase, crystal gel, 8” E’luminator LED uplighter base, foam holder with cup, weight and submersible floralyte. This makes up one centerpiece, therefore ALL these items need be returned to the Hiree in their entirety. Any missing or damaged feathers are charged at £5 each to replace if feathers are found to be missing upon breakdown of the event or on return to the shop if hired on a DIY basis. It is the Hirer’s responsibility for the feathers after the Hiree has left the venue site after an on-site set up prior to the event, during the event and after the event until the hired goods are back in the Hiree’s possession. The Hirer must ensure guests and/or staff do not dismantle the centerpiece or take any part or all of the centerpiece off the event venue site. The feather centerpieces are priced for HIRE only and not for purchase.
- 7d - **GLASSWARE:** Glassware must be handled with care, all vases should **not** be lifted by the lip of the vase but with two hands at the base. Hired glassware is the responsibility of the Hirer from the time the hired items leave the premises of the Hiree until it is returned back to the Hiree, therefore glassware in transit is still the responsibility of the Hirer. If the Hiree has delivered and provided glassware direct to a venue or household the Hirer is responsible for the goods after delivery and set up by the Hiree until the hired goods have been collected from the venue or household by the Hiree. The Hiree will not accept the any other glassware product that is not stated on the booking confirmation as a replacement of any damaged hired glassware.  
**CANDLES:** Essential Wedding Hire does not take responsibility for any damage or fire caused by candles provided for any hire bookings, candles sold or provided for an on-site set up, permission must be sought by the Hirer from the venue to use candles. Candles must not be left unattended and should be extinguished at the end of the evening.
- 7e - **STARLIGHT BACKDROPS/DRAPING/TABLE SKIRTS & CAKE SKIRTS:** Damage to the starlight backdrops such as rips and tears will result in a full replacement of the section damaged 6m x 3m section replacement value of £2000 will be charged. For excessive stains from food, wine/beer will be subject to a cleaning fee of £100, should any stains not come out of the backdrop curtains after cleaning, a fee to replace the curtain will result up to the value of that section, in the event of this occurring an invoice from the supplier will be provided for the cost of replacement and the damaged curtain will be available for inspection by the Hirer. The same applies for the plain draping, top table starlight skirt replacement value for rips and tears is £250, cleaning cost of excessive beverage staining £100. Cake table skirt replacement value for rips and tears is £150, cleaning cost of excessive beverage staining £50. Non-return of Starlight backdrops will result in a replacement charge of £3000, non return of starlight top table skirt will result in a replacement charge of £250, non return of starlight cake table skirt will result in a replacement charge of £150. Plain draping replacement charge £500 for 3m x 3m section.
- 7f - **CHAIRCOVERS** – Chaircovers hired on a DIY basis are supplied washed ironed (except stretch lycra) and folded into shipping crates which must be retained for return transit. If Essential Wedding Hire are delivering and collecting DIY chaircovers no fitting will be carried out by the Hiree, chaircovers /sashes are to be taken off the chairs at the end of the event evening and put back into crates provided ready for collection, if Essential Wedding Hire arrive on site for a DIY collection and covers have not been taken off by the Hirer the Hirer will be charged a labour fee of 50p per cover for removal by the Hiree. Changes in quantity for chaircovers will not be accepted after one month prior to the event date – the date of order finalization and settlement. By prior agreement the Hiree may add quantities subject to availability. No refunds will be given for quantities pre-ordered and not required on the day of the event. Chaircovers damaged beyond laundry / ripped / torn or burned will be charged at £6 per cover and the linen will be available for inspection if requested.
- 8 - **NON-RETURNS/DAMAGED GOODS:** The Hirer will pay for any non-returns, damaged goods or breakages to the Hiree at full retail value listed for the hired product/s on the Essential Wedding Hire website. Details of the retail value of Hired Goods can be found on the website of the Hiree or can be listed and given at request at the time of booking for the Hirer’s own information. The Hiree will take details of the Hirer’s credit or debit card and a pre-authorisation fee on the Hirer’s credit card to cover any costs incurred due to damage or non-returns. Hired goods will be checked upon return and a charge will be made from the given credit or debit card the same day for any non-returns or damages of hired goods found at that time. All packaging & boxes **MUST** be kept and returned in good condition. The loss / damage of these boxes usually renders the hire items useless so a charge of **50% of the retail price** of the item will be charged should the boxes not be returned. This covers the cost of the Hiree having to get boxes specially made to be able to store and re-hire these items.
- 9 - **DELIVERIES:** Deliveries and collections by courier can only be made to a residential address provided by the Hirer. Deliveries will not be sent direct to a venue or collections from a venue as all goods require to be checked upon receipt.  
**Deliveries must be inspected upon receipt.** Any shortages, breakages or incorrect items must be notified to the Hiree **within six hours** (same day) of receipt. This enables us to put things right in good time. No claims for breakages, loss or incorrect items can be entertained beyond this time period. The Hiree will not be liable after this time and no refunds will be given if the notification time is not adhered to.
- 10 - **STORE COLLECTIONS:** Collections must be inspected at the Hiree’s premises; hired goods must be checked against the booking form before being taken. The hire goods stated on the booking confirmation will be prepared, cleaned and checked by the Hiree, but it is the responsibility for the Hirer to check the items on the order as any shortages, breakages or incorrect items cannot be clarified or rectified after the Hirer has left the premises with the goods. The Hiree will not be liable after this time and no refunds will be given if the notification time is not adhered to.
- 11 - The Hiree shall not be responsible for injury or damage to persons or property howsoever sustained arising from any Hired Goods from Essential Wedding Hire.

**Declaration**

I declare that I am the hirer and that I have read and agree to these terms and conditions of hire. I can confirm that I have provided photo identification with home address as proof of identity as the person named on this agreement.

**If signing on behalf of a Company: I confirm that I have the authority to sign on behalf of the company** \_\_\_\_\_ (Company Name)

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

## ESSENTIAL

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Unit 3 & 4 Micklefield Hall Farm Cherry Walk off Sarratt Lane Sarratt Nr Rickmansworth Herts WD3 6AF

01923 775020

www.essentialweddinghire.com

www.essential-flowers.net

mail@essentialweddinghire.com

VAT Reg No: 873 6822 88