



CLARESWEDDINGS.COM

Chair Covers Booking Form

Please complete this form as accurately as possible and return it to our address found below. Once we receive your Booking form we'll send you an order confirmation and receipt for your deposit. If you require assistance to Complete this form then please contact us. By returning this form you are agreeing to be bound by our terms and conditions of hire so please read these carefully.

Customer details

Lead name Address
Telephone: Email

Venue details

Name Address
Contact Details
Date of Event Start Time
Email

Event details *(please circle the applicable information required)*

Event date: Estimated number of chair covers: White/Ivory Sash Colour
Chair Back Type Round Top/Square Top Chair Name (This information can be obtained from your Event Co-coordinator)

Which chairs will we be dressing civil ceremony / Reception.

** 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. Chair covers and sashes should not be removed once fitted.

Yes Please initial this box if you would like us to cover extra chairs on the actual wedding day which perhaps have been forgotten due to extra guests been added or incorrect calculation in the numbers. Put an X if you would not like this service!

Ticking the above box means that we will take extra chair covers with us in the event this happens. We will dress these for you and then invoice you after the wedding for the extra costs. We have calculated that at least 40% of venues require extra covers over and above the ordered number usually due to miss calculation, not counting either yourself the Bride and Grooms chairs or Witnesses or mix up with children and high chairs!

Terms and Conditions of Hire

1. If any details on your Booking Form, Confirmation of Order or Final invoice are incorrect then please inform Clare's Weddings .com. It is the lead contacts responsibility to update the booking. 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 described on the booking form 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, please make sure with a member of Clare's Weddings that we have done your venue before or you are able to hire one of our chair covers at

a cost £10 which is refundable on return. This way you are assured that the chair covers will fit properly on your big day. Alternatively if you prefer we are happy to co-ordinate a visit to your venue or chair providers to establish chair types on your behalf but please be aware that it is the responsibility of the lead contact to make the representatives aware of our terms and conditions of hire. This visit will be chargeable depending on mileage unless we are in this particular area in the near future and can co-ordinate this visit at the same time. The lead contact will be asked to sign a declaration on the Booking form to confirm that the chair measurements and chair type named on the Booking Form are the confirmed type, and therefore this is the chair type that Clare's Weddings.com will fit covers to.

2. Final numbers of chair covers required should be made clear to Claresweddings.com 2 x 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 penalty charges for numbers going down except if our minimum number policy has been applied to your booking. 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 £50 security deposit is required to secure all bookings. A booking can be provisionally made for a date at the discretion of Claresweddings.com but cannot be guaranteed until a deposit is received. This £50 deposit is extra to the total cost of your chair covers and is held by us until the Chair Covers and sashes are collected in good condition. This will be paid back within 7 working days of collecting the chair covers to allow for any problems with cleaning! E.g. Stains or damage which can't be removed! This will be returned to you by bank transfer so your Sort Code and Account Number will be required.

5. The final number of items fitted at your venue is the number that we expect to collect after your event. On collection we will try to count all Claresweddings.com items and if any items are missing then we will ask your venue to confirm the count and the lead contact will be issued with an invoice to replace missing items at costs of £9 per chair cover and £3 per sash. Occasionally it is not possible to count all the hired items there and then and this can be due to many reasons. In this instance they will be counted back onsite the same day and then if any items are missing contact will be made with the Lead Contact and Venue.

The lead contact is responsible for the safekeeping of our Chair covers and sashes before, during, and after use. Claresweddings.com or supplier will collect the covers and sashes within days after the event from the event location or from a location that has been confirmed and agreed by Claresweddings.com. Any items that are lost or damaged whilst the customer is responsible will still require full payment by the lead contact. Claresweddings.com guarantee that they 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 chair covers at a time most convenient to other service providers.

6. All outstanding payments are due 6 weeks prior to your event and without this payment, Claresweddings.com 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 been received by Claresweddings.com.

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. Claresweddings.com considers these stains as part of an event. Claresweddings.com will therefore not invoice additional charges to the lead contact after the event. However, if upon inspection after cleaning we find that irreversible or damage through mistreatment has been caused to hired items for example rips, footprints on the seats, evidence of guests drawing on the covers, cigarette burns, candle wax and excessive food and drink stains etc then this will result in Claresweddings.com issuing the lead contact an invoice to replace the damaged stock at costs of £9 per chair cover and £3 per sash.

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 Claresweddings.com in respect to any claims made by any Person for the death or personal injury caused by or in conjunction with the use of our chair covers and sashes.

9. At all times during your event the hired items remain the property of Claresweddings.com.

10. Minimum number policy – an additional £25 will be added to all bookings that require less than 50 covers.

11. Payment of your deposit and signature on your booking form, is deemed as you having read, understood and accepted these terms and conditions. Please do not hesitate to ask if you would like clarification on any of the above items.

Declaration

I declare that I have read and agree to the terms and conditions of hire and that I shall be the lead contact for this booking,

Signed:.....Print.....Date:.....

**** Please make all Cheques payable to “Clare’s Bespoke Wedding Services” ****

811 Bristol Road South, Northfield, Birmingham B31 2NQ Tel 07888 762 392

Email sales@claresweddings.com Website. www.claresweddings.com

Total Cost Quoted.....This does not include your Security Deposit of £50. You must include your Security Deposit as extra to your Total Cost Quoted as this is returned back to you following collection of the covers. (Please see Terms & Condition Number 4 for details.

Total Cost Quoted..... **Holding Deposit Paid**.....(this is returnable)

Total Remaining Balance

Your Bank Details See (Section 4) **Sort Code**..... **Account No’**