



## TERMS AND CONDITIONS OF HIRE

Please make sure that you carefully read the terms and conditions stated below, as this is the basis of our contract with yourselves.

- The Owner of the Hired Goods is Olena Joyce trading as Sparkle My Party.
- The **Hirer** is the lead name on the booking form, and is responsible for the item's hired from Sparkle My Party.
- The **Hire Period** is the event date on the booking form.
- The **Hired Goods** are all items listed on the Final Invoice.
- At all times the **Hired Goods** remains the property of Sparkle My Party.
- The **Hirer** shall be solely responsible for the **Hired Goods** from the set-up date/installation until collection of the **Hired Goods** by Sparkle My Party.
- The **Owners** shall not be responsible for injury or damage to persons or property however sustained arising from any **Hired Goods**
- In the event of a cancelled booking, the deposit shall remain in the possession of Sparkle My Party. If the final balance has been paid and a cancellation is made, then that money is kept as a cancellation fee if it is 28 days or less before the **Hire Period**
- A deposit of £50.00 is required to secure all bookings. When the **Owners** have received the booking form, the **Hirer** will receive confirmation of **Hire Period** (event date) and amount due.
- A further deposit is required 4 weeks prior to the event date on all **Hired Goods** (deposit varies on individual items) this is to cover costs should any missing or damaged goods occur during the **Hire Period** This deposit is completely returnable in full and remains in the possession of Sparkle My Party until all goods have been counted and inspected, the deposit then is returned to the **Hirer** within 7 working days by company cheque.
- In the event that the hirer is unhappy with the sample supplied at their consultation either by post, email or personal meeting, Sparkle My Party reserve the write to withhold any postal or transportation costs incurred.
- Final Numbers are required to be received by the **Hirer** 28 days prior to the **Hire Period** at the **Owners** office. Upon receiving this, the **Owners** will calculate the final invoice and forward to the **Hirer** for payment no later than 14 days before the **Hire Period**
- The **Hirer** is responsible for making sure that full payment of the **Hired Goods** has been received by the **Owners** 14 days prior to the **Hire Period**
- **Missing or Damaged Goods** - Upon collection if any of the **Hired Goods** are missing or damaged then the **Owners** shall deduct this from the deposit paid. If there is a short-fall between deposit and cost of damaged goods, then the **Owners** shall submit an invoice to the **Hirer** Standard laundering and cleaning is included in the **Hired Goods** price, and the **Owners** shall not submit an invoice for stains from food/drink and light scuff marks from footwear. The **Owners** shall consider these stains as part of the event. However, if the **Owners** deem the damage to be beyond repair through mistreatment ie rips, cigarette burns, candle wax, excessive food and drink stains etc then the **Owners** will issue the **Hirer** with an additional invoice for this damage. Replacement charges for all **Hired Goods** are available upon request by the **Hirer** All invoices for damaged goods will be sent to the **Hirer** within 28 days of the **Hire Period**
- Minimum Number Policy - an additional charge of £30.00 will be added to all bookings that require less than 50 chair covers and sashes.
- The **Owners** reserve the right to use any photography taken during the Hire Period for promotional purposes unless otherwise advised by the **Hirer**.

I, the Hirer confirm that I agree to the above terms and conditions as stated by Olena Joyce trading as Sparkle My Party for the Hire Period stated.

SIGNED : ..... DATE : .....

HIRE PERIOD (Event Date) : .....