

JACBEE TABLE CENTREPIECE BOOKING FORM

PERSONAL DETAILS

Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

EVENT DETAILS

Venue Address:

Postcode:

Type of Event:

Venue Contact:

Date of Event:

(DD/MM/YYYY)

Venue Telephone:

Set-up Time:

(From HH:mm to HH:mm)

On-the-day Contact:

Event Time:

(From HH:mm to HH:mm)

On-the-day Telephone:

Special Instructions:

ORDER DETAILS

QTY

QTY

Table Centrepiece
Requested:

The 007

The Masquerade

The Manhattan Sunset

For Ladies who Lunch

La Parisienne

The Shiraz

Colour Scheme:

Details of the Order:

PAYMENT DETAILS

Instructions:

Please email or phone to confirm prices and availability.

Complete the booking form including signature and date.

Please make all cheques payable to JacBee Ltd.

Return both booking form and cheque to our postal address.

Full Payment:

(inc. VAT @ 20%)

Deposit (50%):

(Non-Refundable)

Refundable Deposit (15%):

(To be paid separately)

Signed:

Date:

TERMS & CONDITIONS

We can provisionally hold a booking for the date of your event at no cost or obligation for a period of 14 days; we would however require confirmation of this provisional booking at the first point of contact. After the 14-day period we would require a deposit, a signed booking order form and a signed copy of our terms and conditions to be sent to ourselves to secure the booking.

PRICING

All prices include VAT and a fully inclusive and complete professional table centrepiece hire service; which includes, liaison with the venue for entry to the room, delivery to your venue (free delivery within a 25 mile radius of CF24), set up and dressing of the centrepieces on the day and collection after the event. For delivery to venues further than 25 miles a delivery charge may apply.

PAYMENT

A 50% **non-refundable** deposit is required at time of booking. Full payment and requirements are required 4 weeks in advance of event date, by cash, bank transfer or cheque payment. All cheques are to be made payable to JacBee Ltd and the period banks and financial institutions require for funds to be cleared must be taken into consideration. If the time between the date of enquiry and the date of the event is less than 4 weeks, the dates at which payments are due can be discussed. Alternative arrangements for the payment schedule can be made, subject to both parties being in agreement.

LOSSES AND/OR DAMAGES

Responsibility of the equipment remains with the customer from delivery until return. We require a refundable deposit to be paid at any time though no later than 4 weeks prior to the event. This is 15% of the full order value to cover for the costs of any losses or damages to the hired goods, this payment is to be made by cheque separately to any balances as it will not be paid in/cashed unless necessary. The return of the refundable deposit is subject to all hired goods being retrieved and in a condition expected after their use. You, the hirer, hire the goods and in the event of losses and/or damages it is the hirer that is accountable and must take any queries up with the venue/hotel in which the goods have been left for your use. All goods are inspected by the service providers, JacBee Ltd, within 7-days of the event to ensure no damages or losses have been suffered, at the end of which the deposit is returned to yourself, the hirer. Once the inspection has been carried out, if damages and/or losses are incurred of which the replacement value of the items is greater than the value of the deposit, further charges may be incurred.

LATE PAYMENTS

All payments must be made by the dates agreed at the time of booking and all deposits must be paid in full to secure the services requested on the date requested. In the event of the full and final balance not being settled at the point of 4 weeks prior to the event and no arrangements having been made, JacBee Ltd reserve the right to treat the act as a breach of contract and the booking will be cancelled with no obligation to provide the products and/or services requested and full balance has to be paid to cover for the loss of business.

CANCELLATIONS

The initial 50% deposit is non-refundable. Cancellations made before the date of the event incur the following charges depending on the time at which the cancellation is made:

0 – 4 weeks prior to event: 100% invoiced

4 – 8 weeks prior to event: 75% invoiced

More than 8 weeks prior to event: no further charges than the non-refundable 50% initial deposit.

ADDITIONS AND/OR CHANGES TO ORDERS

We must be informed of any changes or additional items required no later than 4 weeks prior to the date of the event. In the event of any changes or additional items requested at this point, the charges for the additional products and/or services will be invoiced separately to the initial order and are to be paid immediately. Subject to availability we will endeavour to provide the products and services requested, though in the event of no availability of the items requested alternatives will be suggested.

I/We have read and understood the terms and conditions and agree to knowingly enter into this contract with JacBee Ltd.

Signed:	
Print Name:	Date: