

**Terms and Conditions**  
~for~  
**Chair Cover & Centrepiece Hire**

*Marlow's Weddings & Corporate Events*  
*3 Lawrence Avenue*  
*Colwick*  
*Nottingham, NG4 2GS*

[www.marlowsevents.co.uk](http://www.marlowsevents.co.uk)  
[info@marlowsevents.co.uk](mailto:info@marlowsevents.co.uk)



*(0115) 987 7210*  
*07931 903 894*  
*07946 328112*

**DEFINITIONS AND LAW**

By Owner, we mean The Owner, *Marlow's Weddings & Corporate Events, 3 Lawrence Avenue, Colwick, Nottingham, NG4 2GS.*

We will thus be referred to as The Owner.

`We' `Us' and `Our' means the Supplier of the Goods.

`You' or `Your' means the Hirer of the Goods.

`Goods' means all goods hired by us to you.

**TERMS AND CONDITIONS**

1. All equipment remains the property of The Owner.
2. The contract for hire of goods is between *Marlow's Weddings & Corporate Events* and the hirer, not the venue unless the goods are being hired directly by the venue. It is the hirer's responsibility to ensure that the venue is clearly instructed so that the terms and conditions are met. *Marlow's Weddings & Corporate Events* will charge the hirer for any costs due to terms and conditions being broken. It is then the responsibility of the hirer to reclaim any of these costs from the venue if the venue was at fault.

*Marlow's Wedding's & Corporate Events*

*Tel: (0115) 987 7210 ~ Mobile: 07931 903894 ~ Company Registration No; 7192746*

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## SECURITY DEPOSIT/PAYMENT

1. A refundable Security Deposit of £0.00 is payable in addition to the hire charges, to cover shortages and damage to the hired goods.
2. Shortages and damages to hired goods will be charged at full replacement value and delivery to The Owner. No substitute item will be accepted by The Owner.
3. The Owner will inform The Hirer within 30 days in writing of any damages and costs concerning any of the Hired Goods. An invoice will be sent outlining amount of damage and costs exceeding the Security Deposit.
4. The remaining balance must be paid no later than 8 weeks prior to the event.

## COLLECTION/RETURN

1. Charges will be made for any damaged goods that have been dragged on the floor, ground in earth stain, burns, holes rips and tears, candles wax, grease or deep staining. Charges will be made for any glassware returned cracked, chipped, or broken. Replacement of goods is charged at cost of goods and delivery.
2. If goods are not returned at the end of the agreed hire period (if all items aren't there the following day for collection) Marlow's Weddings & Corporate Events retain the right to charge for;
  - a. The cost of replacement goods to honour any bookings where the goods are required. Replacement goods will be charged at the cost of goods and delivery.
  - b. An additional hire period, charged at the cost of the hire per item per week or part week.
  - c. Additional carrier collections charged at actual carriers cost.

## CANCELLATION

1. The hirer may cancel this booking 8 weeks before the event and any monies paid will be refunded minus the deposit, in the event of a cancelled booking within 8 weeks prior to the event no refund will be made.

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## PROTECTION

1. *Marlow's Weddings & Corporate Events* are committed to protecting your privacy and will only use the personal information we collect lawfully and in accordance with the Data Protection Act 1998.
2. The personal information which we hold will be held securely, in accordance with our internal security policy and the law.

Confirmed by; (print)

Signed \_\_\_\_\_

Date \_\_\_\_\_

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