

**Terms and Conditions**  
~for~  
**Chair Cover Hire / Sashes/Centrepieces DIY**

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

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

#### 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. During the period of hire, The Hirer shall be solely responsible for the hired goods and insuring the goods.
3. The Owner shall not be responsible for injury or damage to persons or property howsoever sustained arising from our goods under hire.
4. 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.

## **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 Security Deposit, minus any deductions for loss or damage will be returned within 30 days of Hire Date.
5. The remaining balance must be paid no later than 4 weeks prior to the event.

## **COLLECTION/RETURN**

1. The Hirer shall inspect the Goods and sign collection note.
2. In the event of shortages or damages The Hirer shall endorse the note accordingly at time of collection. If the Hirer fails to do this, The Goods will be deemed to be delivered in correct condition.
3. Goods must be ready for collection at agreed location on correct date. A charge is made for an aborted delivery/collection by Carrier and The Owner.
4. Goods must be packed in the boxes they were delivered in. If there is more than one box, the items should be divided equally between the boxes to stay within specific the carrier weight limits. Charges made by the currier for incorrect weights will be deducted from the Security Deposit.
5. Charges will be made for any goods left in plastic bags.
6. 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.
7. If goods are not returned at the end of the agreed hire period The Marlow's Wedding's & Corporate Event's 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.
8. Goods that are to be collected and returned by the hirer must be collected and returned to the agreed location on the agreed dates otherwise charges will be made as stated.

## 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.

## 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.
3. The hirer has the option to refuse any further marketing material from us or any other traders in the future.
4. The information that we hold will be accurate and up to date and this information is available for you to view, should you request to do so. If you find any inaccuracies we would appreciate it if you let us know, so that we may amend the details promptly.

Confirmed by; (print)

Signed \_\_\_\_\_

Name Printed \_\_\_\_\_

Date \_\_\_\_\_

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