



## BOOKING FORM

**Thank you for choosing to book with Purple Swan.**  
**When we receive your completed form and deposit we will send you a receipt, which will include your balance payable and the date by which it should be paid.**

**Full payment is due 21 days before the date of your event**

### YOUR DETAILS:

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: ..... Mobile: .....

Email address: .....

Where did you hear about us? (Helps us know what advertising works)

.....

### YOUR VENUE DETAILS:

Date of Event: .....

Time to have ready: .....

Name of Venue: .....

Function Room: .....

Venue Address: .....

.....

.....

Type of Event (Reception, Ceremony etc): .....

Name of Contact at Venue: .....

## HIRER INFORMATION:

### Chair Covers:

Number of Chair Covers Required: .....

Chair Cover Colour: ☐ White ☐ Ivory ☐ Black ☐ Purple ☐ Silver

Number of Sashes Required (if different): .....

Sash Colour (see website for colours): .....

Sash Accessories: ☐ Butterfly in Sash ☐ Flowers in Sash ☐ Brooch

### Swagging and Table Runners:

☐ Table Runners x ..... (quantity)

☐ Top Table Swags ☐ Cake Table Swags ☐ Ceremony Table Swags

☐ Add Fairy Lights

### Table Centrepieces:

☐ 60cm Silver Candelabra x ..... ☐ with ivy ☐ with flowers

☐ 60cm Black Candelabra x ..... ☐ with ivy ☐ with flowers

☐ 34cm Contemporary Candelabra x ..... ☐ with ivy ☐ with flowers

☐ Bird Cage with Hanging Tea Lights x ..... ☐ with flowers

☐ Crystal Tree x .....

☐ 24cm Bowl Vase x ..... ☐ with flowers / decoration

☐ 3 x Cylinder Vase x ..... ☐ with flowers / decoration

☐ 60cm Lily Vase x ..... ☐ with flowers / decoration

☐ 40cm Hurricane Vase x ..... ☐ with flowers / decoration

☐ 25cm Round Mirror Plate x .....

☐ 40cm Round Mirror Plate x .....

☐ 25cm Round Lakeland Slate x .....

☐ 34cm x 14cm Rectangular Lakeland Slate x .....

☐ 22cm Round Wooden Tree Slice x .....

☐ Scatter Crystals

☐ Wooden Heart Scatters

☐ Silk Petal Scatters

☐ Tea Lights in Glass Holders x .....

**Venue Decoration:**

- ☐ Carpet Aisle Runner ☐ 5 Metres ☐ 8 Metres ☐ with silk rose petals
- ☐ Bay Trees x ..... ☐ with fairy lights ☐ with silk flowers
- ☐ 150cm Floor Standing Candelabra x ..... ☐ silver ☐ black
- ☐ Hanging Paper Lanterns ☐ Hanging Pompoms
- ☐ Bunting x ..... (length) Colour: .....
- ☐ White Royal Mail Post Box (with silver writing)
- ☐ Vintage Card Suitcase
- ☐ Card Bird Cage Post Box
- ☐ Wish Tree with Tags
- ☐ Finger Print Tree

**Any other info:**

**I enclose my deposit cheque to the value of £.....**

Please make cheques payable to Purple Swan.

alternatively please make a bank transfer to:

Bank:	<b>Lloyds TSB</b>
Acc Name:	<b>Purple Swan</b>
Sort Code:	<b>77-56-10</b>
Account Number:	<b>18247168</b>

**Full payment is due 21 days before the event**

We reserve the right to cancel your booking if the balance has not been paid by the required date.

**I have read and agree to the Term & Conditions (please sign)**

..... date: .....

Please return this form along with your deposit cheque to:

**Purple Swan Wedding Studio, 2<sup>nd</sup> Floor, 27-29 Market Place,  
Kendal, Cumbria, LA9 4TP**

# TERMS & CONDITIONS

## General

The 'Company' is Purple Swan Hire. 'Customer' is any person or company who hires or has agreed to hire Goods from the Company. 'Goods or equipment' means goods provided by the Company in accordance with the Company's standard Terms and Conditions of hire.

## Acceptance of Conditions

The customer's acceptance of goods on hire implies acceptance by signing and agreeing to our Conditions of Hire as given below.

## Cover Loss or Damage of Hired Equipment

The Customer assumes complete responsibility for loss of or damage to the hire products (Other than fair wear and tear) from the time the equipment is left at the venue/premises, until it is collected. The charge will be the cost of replacing the equipment with new stock. The charges for replacements of items hired are £10.00 per chair cover and/or £2.50 a sash.

## Venues

We always suggest that you let your venue know the final quantity of chairs you require for them to prepare the room with. We do not leave spares behind and will only dress the chairs placed out.

## Hire Charges - Period of Hire

The hire charge for the products commences from the time that we dress the venue, and continues until the equipment is collected. The company will require a £50 deposit to secure your booking. The full balance is due 21 days prior to your event date and an invoice will be sent 4 weeks in advance. If payment is not received before this time, we will assume our services are no longer required and will cancel the order. Once the invoice has been paid we cannot refund any items that are no longer required but can exchange items.

## Lost, Theft or Damaged Equipment

In the event of loss or theft of the hire equipment the Company will invoice the Customer in full for replacement of the equipment. In the event of damage to the goods, the company will, at its option, charge the Customer in full for the repairs of the goods at cost of new stock.

## Changes to an order

Changes can be made to an order up to the point of 4 weeks in advance of the event. Changes to an order may change the quote originally obtained. Once the invoice has been paid we are unable to offer any refunds for unwanted goods but can offer exchanges. Items can be added to an order as long as they are in stock.

## Cancellation

Cancellation will result in the forfeit of the deposit or full amount 4 weeks prior to the event.

## Termination of Liability

The Company shall be relieved of all liability for obligations incurred to the Hirer and any other third party.

## Quantity of equipment required

If you are unsure of the quantities of the equipment you require yet please don't worry we just require an estimate for now, until 4 weeks before the event when we will require the full amount to invoice. Once the invoice has been paid we are unable to issue refunds on products no longer required but can exchange the hired items for something else the same price or more.

## Law

This contract shall be governed by English Law in the Courts of England.

Purple Swan, 27-29 Market Place, Kendal, Cumbria, LA9 4TP.

Telephone No: 07716 175454

Email: [info@purpleswanhire.co.uk](mailto:info@purpleswanhire.co.uk)