



## 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: .....

### YOUR VENUE DETAILS:

Date of Event: .....
Date to be Supplied (if different): .....
Date to Collect: .....
Time to have ready: .....
Name of Venue: .....
Function Room: .....
Venue Address: .....
.....
.....
Type of Event (Reception, Ceremony etc): .....
Name of Contact at Venue: .....

**HIRE INFORMATION:**

Number of Chair Covers Required: .....

Number of Sashes Required: .....

Number of Table Runners Required: .....

Swagging for top and/or cake table?.....

Chair Cover Colour (please tick):     White         Ivory         Black

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

Table and Venue Decoration: .....

.....

.....

.....

Any additional information:

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

Please make cheques payable to Purple Swan.

**Full payment 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.

**Please make Cheques payable to Purple Swan**

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

.....

Please return this form along with your deposit cheque to:

**Purple Swan, 25 Castle Street, Kendal, Cumbria, LA9 7AH**

## **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 25% 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**

You can make changes to your order up to the point of 4 weeks in advance of the event. Changes to an order may change the quote you 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 on as long as they are in stock at any point.

### **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 Hire, 25 Castle Street, Kendal, Cumbria, LA9 7AH

Telephone No: 07716 175454

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