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| --- | --- | --- | --- |
| Contact Name:  Email Address:  Contact Number: | | Contact Address: | |
| Date of Event:  Time of Event Start: | | Venue Address including post code: | |
| **The below are the products we offer please tick ✓ interested products or add notes. (Copy & paste tick)** **Confirmation of actual product booking is taken 4 weeks before and can be changed amended up until this time** | | Date of collection:  Time of collection:  Date of return:  Time of return: | |
| **Chair covers & Sash**  Number:  Colour of cover:  Sash colour/s:  Doubled Tied Y/N: Buckle/brooch:  Flower clips: | **Swags, Runners & extras**  Swags (Top, buffet cake, civil, present):  Runners:  Trees (bay or swirl):  3ft Candelabra’s:  Glass Columns:  Table linen: Aisle runner:  Petals:  Aisle Swagging: | **Table decorations**  Centre:  Crystal pearl:  Candles:  Lights:  Table diamonds:  Top table:  Number of tables: | **Favours & Kiddy Packs**  Favours:  Kiddy Packs**:**  Cookie name cards:  Candy Bar:  Sweet buffet:  Vintage Cart Large:  Vintage Cart Small:  Sign choice: (Sweet love, Mr & Mrs, Just Married or I do)  Popcorn Stand Popcorn Flavour Req: |
| **Extras**  Napkin Ribbon:  Napkin Ring:  Charger Plates: Bay trees: | **Wedding Stationery**  Order of service:  Table plan:  Easel:  Table numbers:  Name cards:  Lotto/scratch card name cards:  Menu:  Post Box:  Wishing Well:  Suitcase:  Royal Mail Box:  Birdcage:  Colour of box: |  | **Notes:**  **Quote:**  **Total:** |
| **£50 Deposit can be paid by Cash, Credit or debit card in person or over the phone, bank transfers: Account: 23894028 sort code: 09-01-27, 32 Wright Crescent, Wombwell, Barnsley, South Yorkshire S73 0ET, (please namesas reference)** | | Office use:  Deposit paid date & method:  Twinkle deposit paid date & method:  Full Balance Date & Method:  Refund date & Cheque No: | |

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| --- | --- |
| If requesting invites by parents please provide the names required: | Ceremony Address in full including postcode (if different to the venue : |
| **Invites**  **Please tick interested products** ✓  Save the date  Invites day:  Invites night:  Style of invites:  R.S.V.P :  Menu RSVP insert (for meal selection):  Poem Insert (for money or vouchers):  Time of evening reception:  R.S.V.P Name:  R.S.V.P telephone number:  R.S.V.P Address:  R.S.V.P by date :  Date order required for:  Samples required: | Design chosen:  Colour:  Colour of card:  Details of design: |
| Deluxe package stationery includes:  Table plan, Name cards for each guest, table numbers for guest tables (not top table), Menu cards for guest tables (not top table), post box or wishing well | Office use:  Invites to be collected or posted:  Deposit paid date & method:  Twinkle deposit paid date & method:  Full Balance Date & Method:  Refund date & Cheque No: |

**General Hire Terms  
To secure your booking & prices we must receive your deposit, we cannot hold products without a deposit payment being made. The security deposit is £50 this is regardless of products hired or numbers. This deposit is on top of the final balance it is refunded once we have collected or received back all our products. The exception is if you are only ordering balloons whereby the deposit is deducted from the final balance. The deposit payment is non-refundable in the event of cancellation.**

**A discount is provided for self-set up of our products and we take your booking based on self-set up. This may not be possible to change if you decide that you would rather we set up your products. We will try and accommodate your request but we cannot guarantee that we will be able to accommodate requests to change self set up bookings into set ups.**

**For items that are posted the return postage costs of the items are your responsibility, we accept deliveries from all couriers, and we even accept collect plus deliveries to Hough Lane stores in Wombwell the store can be found with post code S73 0ET**

**The deposit secures the prices quoted at the time of booking and you are not liable to pay any difference in price for any price increase that is made after the deposit payment is made. Deposits will be refund by Cheque or bank transfer after we have received back all our hire products.**

**£50 Deposit payments can be made by:**

* **By Credit or Debit card, in person or by telephone, we accept Visa, Visa Electron, Mastercard, Maestro, American Express Discover, Diners club, JCB and Union Pay.**
* **cheques payable to Glamourpuss Weddings, 32 Wright Crescent, Wombwell, Barnsley, South Yorkshire S73 0ET**
* **Bank transfers: Account: 23894028 sort code: 09-01-27**
* **Deposits can be paid by postal order or cash but please do not send cash though the postal system, this can be dropped off at our premises.**

**(Please use Brides name as reference on bank transfers and reverse of cheques)**

**The payment of the security deposit is taken as acceptance of these terms and conditions.**

**The full balance will be due exactly 2 weeks before your event. The final deadline on product choices, final numbers & colours are to be made 4 weeks before your date to allow us time to purchase the necessary materials. A detailed invoice will be sent for payment which we will request that you check thoroughly as these are the products that will be provided for your event.  
After the 4 week deadline if your numbers change, no refund can be made for your numbers decreasing. If your numbers increase after this date, payment will be require for the deficit and we cannot guarantee that after this period we can provide extra products because of the short time frame we are however very customer focused and will always endeavor to provide services & products where possible. Cheque payments need to be received 2 weeks before your event to allow time to clear, if you miss your deadline of 2 weeks before we will request to be paid by bank transfer or in cash.**

**Part payments are accepted and a receipt provided for each payment (monthly receipt for weekly payments) however any payments made towards an event are non-refundable, and the in event of a cancellation will not be refunded.**

**Any changes in your date, time or venue must be made in either in writing or by email, 4 weeks’ notice must be given for changes to time, date and events, we refuse the right to terminate the contract and the £50 deposit will be lost if we cannot provide our services for the given time date or venue, we will always were possible offer our services and carry over any part payments and deposits in the event that you need to change a date venue or time.**

**The security deposit will be held until ALL products are returned without damages. The includes the ORIGINAL PACKAGING and any containers we have provided for DIY hire**

**If for any reason an item is damaged or missing you will be charged as follows:**

**Chair sashes £2 each, chair covers £10, table runners & swags full cost price.**

**Table decorations & accessories will be charged at full purchase price, a copy of the receipt for replacement products will be provided. “Damaged” is defined as irreparable damaged such as cigarette burns, cuts, holes, smashed glass, missing contents, glass chips, etc. We will not charge for marks or food & drink stains unless these do not wash out. An Invoice will be raised for damages/missing items above the deposit amount, this will need to paid for.**

**Our Royal Mail post boxes are hired out with a key so that you can lock the box and keep your cards safe. The key needs to be returned after your wedding to obtain your deposit refund. Please DO NOT post our key in a paper envelope in the post. This is because the sorting machines tear the paper over the key and the key gets lost. Replacement keys are £10.00**

**All hire products are the responsibility of the named person on the contract, any damaged caused by third parties or your venue will be payable, you will need to make necessary arrangement to recoup the funds from them direct. All hire products remain the property of Glamourpuss Weddings**

**Cancellation Policy  
Your right to cancel this policy is a cooling off period 14 days from the date of the deposit payment. You waive this right to the cooling off period if your event is less than 14 days away. To cancel the policy we need this in writing we also accept email cancellations. In the event that you are cancelling outside the 14 day period your security deposit will not be refunded.**

**Part payments will be accepted and a receipt provided however any payments made towards an event are   
non-refundable, and the event of a cancelled event will not be refunded.**

**Stationery Terms.  
We require table plans and menu information 4 weeks before your event, to allow us time to create your stationery, any table plan information will be used as provided by you, please ensure you have spelt your names correctly, and they are in the order you require them to appear.**

**We will agree: RSVP date, contact and venue details, date and times of your event. With this information we generate you a proof please read this carefully as to rectify any mistakes we will make an additional charge. We will of course rectify any mistakes we have made for free.**

Invite orders must be paid for upfront all the remaining stationery can be added to your final invoice 4 weeks before your wedding, the invites can be collected or we can post for the postage cost. Alterations to seating plans and name cards can be made for free up to 2 weeks before the wedding during the last 2 weeks any alterations will be chargeable.

**I (NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read, understood and accept the terms and conditions as laid out by glamourpuss weddings**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**