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| --- | --- | --- | --- |
| Both Full Names:  Email Address:  Contact Number: | | Contact Address(if booking invitations or flowers): | |
| Date of Event:  Time of marriage:  Marriage at:  Where did you find out about us: | | Venue Address including post code: | |
| **The below are products we offer please tick ✓ interested products & add notes of quantities colours & requirements. (Copy & paste tick) Confirmation of actual product booking is taken 4 weeks before and can be changed or amended up until this time** | | Décor Required for**: (please tick ✓copy & paste tick)**  Ceremony:  Wedding breakfast:  Evening:  Do you marry in same room as meal: | |
| **Chairs, chair cover,  runners & swags**  Number of chairs/chair cover:  Colour of chair cover:  Sash/ruffle colour/s: Style of tie:  Doubled Tied Y/N: Colour on top for double:  Buckle/brooch:  Flower clips:  Swags: **Top, buffet, cake, civil, present,**  Runners:  **Number of Guests: Number of tables:** | **Venue styling:**  Trees:  Floor candelabra’s:  Glass columns:  Aisle runner:  **white, ivory, red, burlap:** Aisle carpet:  Aisle Swags:  Aisle Lanterns:  Petals:  Table linen: **colour - white, ivory, Black:** Napkins:  Napkin Ribbon:  Charger plates: | **Table decorations**  Centrepiece:  Base option:  Tea Light option:  Table scatter option:  Top table:  Colour of Lights: **(ice white or warm white)** | **Favours & Popcorn**  Favours:  Cookie name cards:  Kiddy Packs**:**  Candy Bar:  Sweet buffet:  Vintage Cart Large:  Vintage Cart Small:  Sign choice:  **Sweet love, Mr & Mrs, Just Married or I do**  Popcorn Stand: Popcorn FlavourReq: |
| **Twinkle products,**  Twinkle backdrop:  Drape Twinkle backdrop: Twinkle top skirt:  Twinkle cake skirt:  Fairy light curtain: Arch:  **Rustic, twinkle, copper:**  Moongate:  Paper Lanterns: Bunting: Staircase Swags: Room Draping:  Column: Beam: Ceiling canopy/swag: Twinkle Dancefloor/size:  LED letters: Paper Lanterns:  Uplighting inc colour: | **Flowers**  Fresh or artificial:  Bridal bouquet:  Bridesmaid Bouquet: Buttonholes: Corsages: Wrist Corsage: Wands:  Hoops  Ceremony/top table: Pedestals: Pew ends:  Confetti cones:  Boxed flower gifts:  Delivery on morning to:  **Balloons:** | **Stationery – invites see below Design chosen:**  Order of service/day:  Welcome signs:  **Rustic, mirror, chalkboard**  Table plan:  Ornate Easel & Mirror:  **Colour (silver, white, ivory, gold, rose gold):**  Table numbers:  **menu on back y/n:**  Name cards:  **Scratch/Lotto name cards, tags or standard:**  Menu:  Guest Book:  Post Box:  **type & colour of box (red, white, rustic, ornate)**  Wishing Well:  Suitcases: Birdcage:  Hamper: | **Quote:** |

Stationery & Invite information

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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 : |
| **Please tick interested products** ✓  Invites day style:  Invites night style:  R.S.V.P :  Menu RSVP insert (for meal selection):  Poem Insert (for money or vouchers):  Time of evening reception:  R.S.V.P by date :  Date order required for:  Samples required:  Posted or collecting: | Design chosen:  Colour:  Colour of card:  Card:  Details of design: |

**General Hire Terms**To secure your booking date & 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. The deposit payment is non-refundable in the event of cancellation.  
The deposit secures the prices quoted at the time of booking (with the exception of fresh flowers see fresh flower section below) and you are not liable to pay any difference in price for any price increases that are made after your deposit payment is made. The deposit is deducted from your final balance which is generated with your final numbers 4 weeks before your wedding.  
  
**£50 Deposit payments can be made by:  
By Credit or Debit card, in person or by telephone, we accept Visa, Visa Electron, Mastercard, Maestro, Discover, Diners club, JCB & Union Pay.  
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.  
 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.   
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 refunds will be made for a decrease in numbers. If your numbers increase after this period we cannot guarantee that 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.   
Part payments are accepted and a receipt provided for each payment however any payments made towards an event are non-refundable, and the in event of a cancellation will not be refunded. Please do not settle your balance in full if you are unsure of your numbers as over payments 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 without a deposit or part payment refund if we cannot provide our services for the new 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.  
  
Our Hire Service** If for any reason an item is damaged or missing you will be invoiced for the missing damaged items as follows:  
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 within 14 days of the end of your event.  
  
**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, please empty your post box preferably at the end of your event, to avoid one of our team having to provide you with an early wakeup call, place the key back in the door ready for collection. Please DO NOT post our key in a paper envelope in the post. This is because the sorting machines tear envelope & the key gets lost. Replacement keys are £10.00  
  
Our Twinkle Dance floor is hired out strictly on the basis that no drinks are allowed on the dance floor, this is because it is powered by electric contacts that degrade when wet but more importantly for health and safety because the dance floor is slippery when wet. It is your responsibility as the hirer to ensure that no drinks are taken on the dancefloor, and we Glamourpuss Weddings accept no liability for slips or falls where liquid coming into contact with the dance floor is the cause.**All hire products are the responsibility of the named person/s on the contract, any damaged caused by third parties or your venue will be payable by the contract holder, you will need to make necessary arrangement to recoup the funds from them direct. All hire products remain the property of Glamourpuss Weddings  
  
**Fresh Flowers**The fresh flower market is very unpredictable at the best of times, prices for flowers fluctuate daily and now with the added factor of Brexit looming and without prior knowledge on what impact this will have on the market we have taken the decision that all fresh flower quotes will be requoted 4 weeks before your wedding.   
This will give you the option to amend or remove the flowers from your order should you be unhappy with the new prices. We will, where we can absorb increases in price without affecting your order but this may not always be possible. It may be that we have to offer alterative flowers/sizing to your original selection, or increase your price if you require specific options.  
We reserve the right for all flower orders to use replacement flowers, providing your colours are matched if the flowers have significantly increased in price or were not the colour we were expecting when ordered. We will always contact you when we collect the flowers to discuss any changes  
  
**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 confirmation in writing either by post or email cancellations. In the event that you are cancelling outside the 14 day period your security deposit is non-refunded.  
  
**Stationery Terms.**  
We require your table plan and menu information 2 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 as we will copy and paste the information  
For invitations we will agree: RSVP date, contact and venue details, date and times of your event. With this information we generate you a sample proof please read this carefully and rectify any mistakes. Once you have approved the sample we will print without checking any details if you have required no changes, therefore if you have had the sample a while please ensure you have asked us to amend the RSVP date. Any mistakes after the sample stage proof requiring a reprint will require amendment payments. We will of course rectify any mistakes we have made for free.  
Invite orders must be paid for upfront at the point of ordering, 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.  
  
**Set Up Terms**  
 We set up your hire products locally this is a free service within a 20 mile radius, this radius is calculated by the AA route planner using the venue post code and our location post code S73 0ET, prices for set up after the 20 mile radius are dependent on location and seasonal time of year.   
 We are not responsible for the turnaround of your room between the service/meal/evening if the same room is to be used. However if required we can arrange to complete this for you but this must be arranged prior to your event, as an extra charge may be required or staff may need to arrive at the event at a different time. Failure to advise us that the room needs turning around between the civil and meal/evening will mean the staff costs for the waiting period will be invoiced for.  
 Hire products will be collected the following day after your event, we will arrange this direct with your venue. We may arrange with the hotel to collect them on another day but this is our responsibility. We will NOT collect the items on the night of the event if your venue requires us to collect items of an evening we need prior notice, unless we agree alternative terms at our discretion.  
Please make sure that the venue of your event is aware we are coming, that we collect the following morning and that we can have access both on your event day and after your event. We cannot provide a refund or accept compensation costs for refusal of entry, to the venue. In addition please make sure that any information with regards to the venue and any foreseeable problems are disclosed.   
We cannot provide a refund or compensation in the event of force majore, this includes but is not limited to severe weather conditions, flooding, tornadoes, earthquakes, heavy snowfall and other events beyond our control, where we are unable to make it your venue to provide our services.  
  
**(NAME/S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
have read, understood and accepted the terms and conditions as laid out by glamourpuss weddings**

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

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
GDPR  
What do we use your information for?**  
Any of the information we collect from you may be used in one of the following ways:  
• To personalise your experience   
(your information helps us to better respond to your individual needs)  
• To improve our website   
(we continually strive to improve our website offerings based on the information and feedback we receive from you)  
• To improve customer service   
(your information helps us to more effectively respond to your customer service requests and support needs)  
• To process transactions   
Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.  
• To send periodic emails  
The email address you provide for order processing, may be used to send you information and updates pertaining to your order. We may contact you to  you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.  
• To book our hire services  
Your name, partners name, email address and telephone number and in some cases depending on the services booked your postal address will be required to book our hire services. At the point of booking we will provide you with a full contract of our terms that are agreed by paying your security deposit. The contract outlines the terms of service, however we do require your personal details to be able to fulfil your order.

**What information do we collect?**  
We collect information from you when you register on our site, place an order, subscribe to our newsletter or fill out a form.  
When ordering or registering on our site or in person and by email, as appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or credit card information. You may, however, visit our website anonymously.  
  
In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.  
Google, as a third party vendor, uses cookies to serve ads on your site. Google's use of the DART cookie enables it to serve ads to your users based on their visit to your sites and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy.  
View our full GDPR information on our website – Please x the relevant boxes  
**Opt in:**Email: Phone: Post:

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**Opt out:**Email: Phone: Post: