

Tamworth Event Planners



WEDDING ANGELS

CLIENT DETAILS

Tamworth Event Planners—Wedding Angels

357 Goonoo Goonoo Road

TAMWORTH NSW 2340

Phone: 0267628328 or 0407060156

Email: hello@tamwortheventplaners.com.au

Website: tamwortheventplaners.com.au

ABN: 58 022 403 832

Please fill in this form and return it with the signed Terms & Conditions of Hire.

Personal Information

Client Name/s: 1. _____ 2. _____

Address: _____ City: _____ State: _____ Postcode: _____

Home Phone: _____ Work: _____ Contact Email: _____

Mobile/Client 1: _____ Mobile/Client 2: _____

Event Details: Date of Event: _____

Event Start Time: Ceremony: _____ Reception: _____

Location of Event Address (including property name – if any): _____

Address: _____ City: _____ State: _____ Postcode: _____

Venue Contact Person: _____ Contact Phone: _____

Venue Contact Email: _____

Please tick chosen package

☐ WEDDING ANGEL PACKAGE

CEREMONY

Proposed Setup Day: _____ Time: _____ AM / PM

Proposed Pickup Day: _____ Time: _____ AM / PM

RECEPTION

Proposed Setup Day: _____ Time: _____ AM / PM

Proposed Pickup Day: _____ Time: _____ AM / PM

☐ DELIVERY / PICKUP ONLY:

Proposed Delivery Date: _____ Time: _____ AM / PM

Proposed Pickup Date: _____ Time: _____ AM / PM

☐ PICKUP ONLY

Proposed Pickup Date: _____ Time: _____ AM / PM

Proposed Return Date: _____ Time: _____ AM / PM

PLEASE NOTE: We will try our absolute best to work in with the proposed dates/times but they are subject to change.

On the day Contact (not in Bridal Party)

Name: _____

Mobile: _____

Email: _____

Terms and Conditions for Tamworth Event Planners - Wedding Angels (TEP)

All goods and services provided to our clients are subject to these Terms and Conditions. Please read these Terms and Conditions carefully and contact our team if you have any questions.

Quotations

All our items are hired on a 'first in, first served basis' and a quotation does not guarantee the availability of any/all items. The offer to provide goods and services in accordance with the quote is not binding until TEP have confirmed acceptance of the order and a deposit is paid.

All quotes provided to the Client expire within 14 days from the date of issue. TEP reserves the right to adjust prices in any quotation once the expiry period has passed and if required will issue a new quote.

Deposits/Payment

A PAID DEPOSIT ACTS AS ACCEPTANCE OF TEP'S TERMS & CONDITIONS

A minimum deposit of 10% of the agreed order/quotation (or \$100.00 whichever amount is higher) is required to secure all Client bookings. Once the deposit is paid to TEP, we will deduct this amount from the Client's Invoice. All deposits are non-refundable once a booking has been made and confirmed by TEP. Payment schedule below:

- Booking deposit to be paid when the booking is made
- The final balance of the quotation/order must be paid in full, 14 days prior to the event date. No goods or services will be provided unless amount owing is paid in full
- Progress payments can be made along the way

Any bookings made with TEP that are less than 14 days prior to the event date must be paid for in full at the time of booking.

Payments can be made cheque, cash, direct deposit – Direct Deposit is our preferred method and can be made to the following account:

Account Name: Tamworth Event Planners **BSB:** 012-830 **Account Number:** 1941 54971
Payment Reference: FIRST NAME – FIRST INITIAL OF LAST NAME (ie Rebecca-W)

Cancellations, Postponements and Changes

To cancel a booking, TEP requires at a minimum 30 days notice prior to the event date otherwise full payment of the Invoice is due and payable. If 30 or more days' notice is provided TEP will retain the non-refundable deposit.

If an event is cancelled which results in the cancellation of the booking within 14 days from the event date the full Invoice amount is non-refundable and will be forfeited to TEP.

No refunds will be issued due to bad weather – alternative options may be provided if available.

In the case where your wedding/event needs to be postponed, if more than 6 months notice is provided TEP is happy to move your booking (subject to availability) and carry over any monies paid. If your event is postponed within 6 months from the booked date, an additional fee (10% postponement fee) will be charged and added to your invoice.

All cancellations and/or changes to your booking must be in written form. Written notice can be provided by way of email or letter from the Client which refers to the Quotation/Invoice.

Delivery/Setup

There is no charge for pick-up of items by the Client from TEP, however at this time, our large furniture items, chairs and various other items are unavailable for pick up and must be delivered by our team. If you are unsure, please speak to our team to ensure the items you require are available for DIY Pickup.

Additional fees will be charged to the Client for the following services:

- Setup of equipment – TEP's "Wedding Angel Package"
- Delivery and pickup.

These fees will vary between clients and final pricing depends on the distance needing to be travelled, the amount of items hired and amount of setup time required. Once all items have been decided upon, these fees will be included in the quotation. These fees may be subject to change should the Clients make any changes to the amount of items hired or the amount to be setup.

Please note that unless a setup fee has been charged and agreed upon, TEP is not responsible for the setup of hire equipment.

If setup is required, the Clients are responsible for providing and allowing sufficient time and access to the venue or event location for set up.

Pickup

Clients will pick up hired items from TEP (357 Goonoo Goonoo Road, Tamworth) on the agreed upon date & time – please advise the TEP team immediately if there are any changes with pickup (eg. times etc) If the client is unable to pick the goods up in person, the name/s and contact details of the person collecting the items must be provided to TEP by the Client prior to collection.

Hire Period

TEP Hire period is agreed upon as “From agreed setup or pickup date to agreed day of pickup or return” Additional daily charges may occur if items are not returned on the agreed date or if TEP are unable to pickup items on the agreed date.

Returns

It is the responsibility of the Client to ensure all crockery, glassware and cutlery is CLEANED after use, and re-packaged exactly as delivered. The Client may be charged an additional cleaning fees. If items are not returned, or are broken or damaged upon return, the Client may be charged a replacement fee for such items.

Damages

In the event items are returned damaged, broken, stolen or are unaccounted for the costs to replace, repair any damages, breakages and any professional cleaning costs required will be charged directly to the client. The client must notify TEP immediately of any item loss or damage during the hire period. The client will be given 14 days to pay the invoice.

Some items available for hire may require a security bond. TEP will advise the client if this is required.

Misuse of Equipment // Responsibilities

TEP will not be liable for any loss or damages arising out of the overloading, exceeding rated capacity, or misuse or abuse of the hire equipment by the Client and the Client agrees to keep TEP indemnified in respect thereof.

Unless a prior agreement is made with TEP in advance, all items are for indoor use only. Any items used outside are done so entirely at the Client's risk. In no circumstances should the goods be left outside in the weather overnight. Any damage or loss as a result is entirely at the risk of the Client.

Insurances

TEP insurance does not cover items once they have been collected by the Client and left the TEP premises located at, 357 Goonoo Goonoo Road, Tamworth NSW 2340.

TEP are not to be held liable for any damage, personal injury or loss that may occur before, during or after the event hire period or as a result of the use of any hire items. The Client takes all responsibility once the hired items have left the TEP premises.

Miscellaneous

TEP accepts no responsibility for the approval or non-approval of Local Council applications. Applications to the council as well as abiding by the council rules and regulations are the sole responsibility of the Client's. Ensuring all outdoor/indoor event set-ups are in accordance with the Local Council, or a venues rules and regulations is the responsibility of the Client.

TEP reserves the right to use images taken by Tamworth Event Planners - Wedding Angels work for promotional material or use on TEP social media and websites, which includes the setup of hire equipment.

The Client accepts and understands that all hire items are in a used condition (unless stated otherwise) and therefore some items show reasonable signs of wear and tear given they are continual hire items.

I/We _____ acknowledge and agree to these terms and conditions provided by Tamworth Event Planners - Wedding Angels

I/ We will meet the standards of equipment use and hire, and take sole responsibility for any loss, theft, injury, breakage or damage for goods hired from Tamworth Event Planners ~ Wedding Angels, and agree to pay for the replacement, repair or treatment of affected items in accordance with these terms and conditions.

I/We also acknowledge Tamworth Event Planners - Wedding Angels Event including its employees or suppliers will not be liable to any person whether in contract, tort, under statute or otherwise for any fines, injury, loss, damage, death, economic loss whatsoever suffered by any person whether consequential, direct or indirect, caused or connected with the use of the goods hired.

Signed: 1. _____ 2. _____

Date: _____