

Perfect Party Planning
TERMS AND CONDITIONS

Please read through the terms and conditions carefully before signing.

Deposit and Payment

A minimum of £40 or 10% (whichever is greater) is required. The full balance for the event must be paid 14 days before the event. If we do not receive the payment before the event date we will be unable to deliver the goods.

Cancellations

Your deposit will be non-refundable if cancelled up to one month before the event date. If cancelling within one month of the event date, full payment will be required.

Insurance and Damage

All equipment once installed at the venue is the responsibility of the hirer. Any damage to equipment or items belonging to Perfect Party Planning will be charged for at replacement costs.

Should Perfect Party Planning agree to insure your event for specific activities a copy of the proposed insurance policy will be provided to the client for approval prior to the event.

Installation

It is at Perfect Party Planning's discretion to amend the look and layout of the room if required.

Delivery

Delivery time is approximate and usually we will arrange prior to going to the venue in good time. Perfect Party Planning will take no responsibility for attending the venue after the delivery time if it is due to circumstances out of our control for example poor weather conditions.

Sunday Deliveries

All deliveries made on a Sunday will incur a fee of £25 with a minimum order set at £150.00

Service Charge

If you wish Perfect Party Planning to put out any decorations not purchased through them there is a charge of £10.00.

Return and collection of goods.

All goods hired must be returned in good condition within 2 working days after the event unless agreed otherwise prior to the event. Any late returns will be charged at 30% of the original cost of the item per day.

I have read and agree to the terms and conditions set out above relating to Perfect Party Planning.

SIGNED

PRINTED

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DATED

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PARTY DATE

VENUE

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