

TERMS AND CONDITIONS OF HIRE

HIRE TERMS

The period of hire is 36 hours (12 hours prior to and 24 hours after the event start time). Any extra time will usually incur additional hire costs unless agreed otherwise at the time of order. A 30% booking deposit is payable on all orders.

DELIVERY AND RETURN

Delivery is free within 10 miles of Dorchester and then charged at 50p per mile. Items will usually be delivered the day prior to your event and collected the day after unless otherwise agreed. **You are responsible for the safe return of all items after your event.**

CHECKING, SIGNING AND LIABILITIES

Please carefully check and sign the “*order confirmation form*”. This means that you are taking full responsibility for the items whilst they are in your hire and you have agreed to these Terms and Conditions. If you notice any damage upon receipt of items you must notify us by email *before* the start of your event. Vintage Dorset accepts no liability for any damage or injury caused to person or product as a result of this arrangement. PLEASE TAKE CARE that bunting is secured safely particularly where children are present and do ensure items are kept away from naked flames / tea lights etc. **All items hired are the responsibility of the named hirer until they are returned to Vintage Dorset and they should be kept securely. Items are not to be left outside overnight.**

WASHING, PACKING AND AVOIDING DAMAGE

Your crockery and vintage props will be provided in vintage condition (pre-used), cleanly wrapped and packed carefully in crates prior to your event. The price is for delivery and hire only - it does not include setting up tables / laying out china unless you have requested venue dressing services. After your event, please ask your venue / caterer to wash china items free of food debris and grease in warm water (**but not dishwashers**) and re-pack prior to returning (unless you have requested our wash-up service). If items are returned dirty / with food deposits we reserve the right to retain your deposit. Our crockery is by its nature fragile and whilst we try not to charge for occasional damage, if items are carelessly broken or if *any* items are missing, we will generally charge replacement items at cost. Please let us know if there have been any accidents during your event and kindly return broken items separately wrapped in paper. Costs for damaged or missing items (including cake stand tidbit parts) are deducted from your deposit.

TABLEWARE AND PROPS

Please shake table linen free of crumbs prior to packing and return props in their original wrappings. Our props are unique, therefore if any are damaged or missing these will be charged at replacement cost (replacement prices are generally higher than the deposit). Individual props can incur their own refundable deposits so please make sure your guests do not inadvertently leave your party with the props!

CANCELLATION

We understand that dates sometimes need to be re-arranged at the last minute so we always try to accommodate changes without charge where possible. If your event is cancelled your deposit is non-refundable. Cancellations should be made by telephone if possible but always confirmed in writing by email to info@vintagedorset.co.uk.

PAYMENT

A refundable booking and breakages deposit is payable on all hire items at time of booking (if the event is within 1 month of booking date full payment will be required at time of booking). Payment of the full amount is due by BACS / Cheque 2 months before your event (account & address details are included on the invoice enclosed).

Payment of the full amount must clear prior to your event.

Your deposit is reimbursed by BACS/cheque to the hirer address after your event on safe return of all hired items.