



PLEASE SIGN AND RETURN THIS COPY

Terms and Conditions of Hire.

PLEASE READ CAREFULLY.
PLEASE PRINT AN EXTRA COPY FOR YOUR OWN RECORDS.

1. If any details are incorrect on your booking form, Confirmation of Order or Final Invoice then please contact COVERLOVERS. Any bookings that are not carried out due to incorrect information on booking forms will require full payment. If at the time of fitting we discover that the chairs are different to the ones described on your booking form resulting in the ordered covers not fitting, we are afraid refunds are not possible and any outstanding payments are still due. Please pay particular attention to the measurements section and the type of chair at your venue.
The main contact will be asked to sign a declaration on the Booking Form that the correct type and size of chair are the confirmed type, and therefore this is the chair that CoverLovers will fit covers to.
2. Due to the special nature of our Covers they are transported on rails. Chair Covers and Sashes should not be removed once fitted by CoverLovers and should only be removed from chairs by CoverLovers after the event. It is the main contact responsibility to arrange this with venue staff. CoverLovers will attend at the preferred time of the venue to ensure covers are removed by themselves. All chair covers and venue décor must remain at all times at the venue to which they have been delivered.
4. If Chair Covers are hired through a Venue on behalf of a Bride and Groom or client, it is the venues responsibility to ensure that clients have read our Terms and Conditions and have agreed to all Terms and Conditions of hire and returned both signed forms to us.
5. Please note that cancellation by the customer less than 3 months from the event date booked will require full payment. Any cancellations by the customer outside of this time will unfortunately result in the loss of all deposits.
6. CoverLovers will require the final number of chair covers/venue decor to be hired 2 weeks before the event date booked. We understand that it can be difficult to predict exact guest numbers before this time, and slight adjustments will be allowed to your original estimate. We cannot guarantee that a sudden increase in numbers at the last minute can always be accommodated for.
7. A 25% deposit is required to secure all bookings within 14 days. A booking can be provisionally made at the discretion of CoverLovers but cannot be guaranteed until a deposit has been received. CoverLovers reserve the right to release any date if no deposit is received within this 14 day period. No booking is valid without a returned signed booking form. All bookings taken within 4 weeks of the event date must be paid in full.
8. The total number of venue decorations and/or chair covers that we fit at your venue is the number that we expect to collect after your event. On collection all CoverLovers items will be checked and counted. If any items are found to be missing then we will ask your venue to confirm the count and the main contact will be issued with an invoice to replace the missing items at costs of £15 per chair cover, £4 per sash, £50 per candelabra, excluding The Balmoral & Windsor candelabras which will be at a cost of £150 each. All artificial decorative trees at a cost of £60 each, real trees at £80 each. The main contact is responsible for the safe keeping of all our chair covers and venue décor before, during and after use. CoverLovers will collect all hired items the day after the event from the event location. CoverLovers aim to deliver, dress and collect the hired items at a time most convenient to the venue and other service providers.
9. All outstanding payments are due 4 weeks prior to the booked event date. An administration fee of £50 will be charged for late payment of invoices. If payment is not received CoverLovers cannot set out to dress your event. It is the main contacts responsibility to ensure that all payments have been sent and received by CoverLovers.



10. It is the main contacts responsibility to ensure that the hired items are fully covered by either their own insurance or the venues insurance with regard to public liability risks and indemnify CoverLovers in respect to any claims made by any person for the death or personal injury caused by or in conjunction with the use of our chair covers, sashes containing fine wire or venue décor.
11. Standard laundering of chair covers is included in all our prices, which include small stains from food, and drinks and light scuff marks around the bottom of the chair covers from shoes. CoverLovers recognise that these are all part of the event. However, upon inspection after the event we find that irreversible or damage through mistreatment has been caused to hired items for example rips, footprints on the seats, cigarette burns, candle wax, evidence of guests drawing on covers and excessive food and drink stains etc then this will result in CoverLovers issuing the main contact an invoice to replace the damaged stock at costs of £15 per chair cover and £4 per sash. Please DO NOT allow children's crayons or pens near covers as we are aware of colouring books being given to children at weddings. May we suggest sticker books as an alternative.
12. At all times during your event the hired items remain the property of CoverLovers.
13. CoverLovers operate a minimum number policy for bookings taken in June, July and August. An additional £30 will be added to all bookings that require 60 or fewer chairs covers.
14. Payment of your deposit and signature on your booking form and/or Hotel Wedding Party Agreement Form, is deemed as you having read, understood and accepted these Terms and Conditions.
15. A £30 delivery fee (within a 30 mile radius, small charge thereafter) will be charged for venue décor hired alone and without chair covers. For Candelabra, and Stone Urn Hire a copy of debit/credit card details will be required upon delivery or pick up by client, as surety until hired items are returned. All details will then be securely disposed of.
16. Sashes, once fitted must at all times remain on the chair covers.
17. CoverLovers reserve the right to revise hire prices at any time.
18. After the final number for chair covers has been given, no refunds will be given if less covers are required on the day, as the final number of covers given will be the amount booked out that day for your event.
19. All venue styling will include only the services outlined in the package chosen; all additional services required will be charged accordingly.
20. All CoverLovers chair sashes contain very fine, soft hidden wire to create a better shaped bow. We accept no responsibility for any damage caused to person or clothing as a result of this fine soft wire.
21. All hired items (except chair covers) can be collected up to 3 days and delivered up to 2 days prior to the event. All delivered hired items will be collected the day after the event or if being returned by named person, must be returned within 2 days after event.
22. Delivery of chair covers is within a 30 mile radius, an extra charge will be added out of this radius.

PLEASE NOTE THESE TERMS & CONDITIONS SUPERSEDE ANY OTHER TERMS & CONDITIONS

I declare that I have read and agree to the Terms and Conditions of Hire and that I have received a customer copy of all Terms and Conditions.

PRINT SIGN DATE

