



Covered Up

14 Walton Road,Caldecotte,Milton Keynes,Bucks,MK7 8AE

Telephone 01908 631958 Mobile 07775 863 983 Fax 01908 371416

Email: coveredup_chaircovers@yahoo.co.uk

1) Print off our booking form, complete it and then post it back to us.

Our booking policy is on a first come first served basis so to confirm your booking and more importantly to secure your date please return your booking form ASAP either by post, fax or email.

If you have a swatch of material from a bridesmaid dress or from your dress that you would like us to match your sash colour to then please include this with your booking form. Our sash colours can be seen on our brochure of website

2) When we receive your booking form we will check that your wedding date is available and also check that our chair covers will fit the chair measurements that you have provided. If you have been unable to obtain the measurements for your wedding chairs or you are unsure of the chair type then we can contact your venue on your behalf. We will also be happy to visit your venue and fit our covers to ensure that they fit correctly or we can send sample covers to you or your venue to avoid any problems on your wedding day. Once we are happy that our covers will fit your chairs we will send you our order confirmation form and an invoice for your £100 deposit. Please make payment via cheque and make it payable to Hayley Reynolds. If required we will send you a sash colour swatch.

We ask that you pay your deposit within 2 weeks from the invoice date. The hire price for your venue location that is displayed on our website at the time we receive your booking form will be the price that you are invoiced for.

3) At 4 weeks to go till your wedding day we shall contact you to confirm your final numbers and then send you our final invoice for the balance to be paid in full. We ask that all owing monies are paid before your wedding day.

Final numbers of chair covers are not required by covered up until 2 weeks before your wedding. We understand that it is difficult to predict exact guest numbers before this time so we will allow for adjustments to your original estimate. In most situations we are able to accommodate increases on original estimates. We cannot guarantee that sudden increases at the last minute will be accommodated. There are no penalty charges for numbers going down except if our number policy has been applied to your booking.

Name of customer.....

Telephone.....

Address.....

.....

.....

Email.....

Date & Location of wedding/ceremony.....

Approx number of guests expected.....

Your choice of colour.....
(please state chair and sash colour)

Do you have access to the venue before and after the event.....

Telephone number of the venue and contact name at
venue.....

Which chairs we will be dressing (please circle which applies) Civil ceremony, Wedding meal, Evening
reception, Corporate function, other

Terms & Conditions Of Hire

1. If any details on your Booking Form, Order Confirmation Form or Final Invoice are incorrect then please inform Covered Up.
Covered Up will only accept changes to an order from the lead contact via email, telephone, fax, in person or post.
Any bookings that are not carried out due to incorrect information on the above forms will require full payment.
If at the time of set up we discover that the chairs are not the ones as confirmed by the lead contact or by a delegated member of staff at your venue then this may result in your ordered covers not fitting. In this instance, we are afraid refunds are not possible and any Outstanding payments are still due. To avoid this situation, we ask that you keep us updated if your venue replaces their chairs.
2. Final numbers for hired items should be made clear to Covered Up 2 weeks before the event. We will allow for slight adjustments to your original estimate as we understand that it is difficult to predict exact guest numbers before this time, we are generally able to accommodate increases on original estimates. We cannot guarantee that sudden increases in numbers at the last minute can always be accommodated. There are no penalties for numbers going down except if your numbers fall below our minimum number. The final invoice is always calculated to the final number of covers required and to bookings where our minimum number policy has been applied the final Invoice will include an additional charge. See item 10.
3. Please note that cancellation by the customer with less than 3 months till the booked date will require full payment. Cancellation outside

of this time by customers does not require additional payment, but all deposits from the time of booking are unfortunately non-refundable.

4. A £100 deposit is required to secure all bookings. Our booking policy is on a first come first serve basis.

5. The final number of hired items fitted and installed at your venue is the number that we expect to collect after your event.

On collection if any hired items are missing then we will inform your venue and the lead contact will be issued with an invoice to replace

missing items at costs of £18 per chair cover, £4 per sash,

The lead contact is responsible for the safe keeping of our hired items before, during and after use.

Covered Up will collect all hired items

within 48 hours after the event from the event location or from a location that has been confirmed and agreed by Covered Up. Any hired

items that are lost or damaged whilst the customer has responsibility will require full replacement and the lead contact will be invoiced

accordingly. Covered Up will make every effort to fit in with the setup and collection arrangements of venues and other suppliers such as

marquee/chair providers, and aim to deliver, dress and collect all hired items at a time most convenient to other service providers.

6. All outstanding payments are due 2 weeks prior to your event and without this payment, Covered Up staff cannot send out items, or set

out to dress an event. It is the lead contacts responsibility to ensure that all payments have been sent and received by Covered Up.

7. Standard laundering of hired items is included in all of our prices which include stains from food and drinks and light scuff marks from

Shoes. Covered Up consider these stains as part of an event. Covered Up will therefore not invoice additional charges to the lead contact

after the event. However, if upon inspection after your event we find that irreversible or damage through mistreatment has been caused to

our hired items for example rips, footprints, evidence of guests drawing on the linen, cigarette burns, candle wax and excessive food and

drink stains etc then this will result in Covered up issuing the lead contact an invoice to replace the damaged stock. See Item 5.

8. It is the lead 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 Covered Up in respect to any claims made by any person for the death, personal injury

or venue damage caused by or in conjunction with the use of our hired items from Covered Up.

9. At all times during your event the hired items remain the property of Covered Up.

10. Minimum number policy – an additional charge of £30 will be added to all bookings that require less than 60 chair covers.

11. Payment of your deposit and signature on your booking form, is deemed as you having read, understood and accepted the terms and

Conditions of hire. Please do not hesitate to contact us if you would like clarification on any of the above items.

Declaration

I declare that I have read and agree to the terms and conditions of hire and that I shall be responsible for all hired items.

Covered Up will not accept booking forms from customers that have not signed the terms and conditions declaration.

Sign:

Print:

Date:

Where did you first hear about our products?