



Weddings & Events

Terms & Conditions of Hire

Thank you for your booking with I Do Weddings & Events. We ask that you take care of our hire items as though they are your own. Please ensure they have been cleaned and are protected when transporting goods and returned in the same packaging/boxes they were provided in. All items should remain sheltered and protected from weather and damage.

Booking confirmation and payments

To confirm your booking a 30% deposit must be paid within (7) days to secure the date. Once paid, deposits are non-refundable. We will confirm your booking in writing via email. If the invoice is less than \$150, full payment is required to secure your booking.

The full balance of account is due (30) days prior to the event date and is non-refundable if booking is postponed or cancelled.

A bond deposit of \$250 will be collected within (7) days of your event or otherwise arranged with *I Do Wedding & Events*. (If the event is cancelled, the bond payment will be returned in full). Your bond deposit will be fully refunded within (5) working days of the event, once the items have been inspected and confirmed that they are clean and there is no damage to items. If there are any chips, stains, loss or damages that prevent us from re-hiring the item out again in the same condition, the costs will be deducted from your bond deposit.

Inclement weather

I Do Weddings & Events reserve the right to withhold any furniture or decorative items that could be damaged in the event of bad weather, such as rain or high winds. We will notify you within 2 hours of your event to discuss setting up at your pre-arranged wet weather option venue if the weather conditions aren't suitable. No refunds can be given if items are no longer required due to inclement weather conditions.

Ceremony location and permits

The client is responsible for obtaining any ceremony or event permits and a copy of this should be emailed to '*I Do Weddings and Events*' within (30) days of the event date.

As part of our service, we can meet you at your ceremony or event site to discuss any styling or set up requirements. Alternatively, the exact location should be supplied within 4 weeks of the event. Please advise us of any steep hills, parking fees, walking distances of 50 metres or more (without access of vehicle) or any obstructions to the venue as this may affect the time required or facilities needed to set up your event. This may incur additional fees.

Changes to your booking

I Do Weddings & Events can only guarantee the availability of the items stated in your quote. Any further requirements are subject to confirmation and availability. '*I Do Weddings & Events*' reserve the right to replace any item booked for your event with a similar one due to loss or breakage. The client will be notified of any significant changes.

All colour schemes and set up arrangements must be finalised (30) days to the event. Styling requirements that are affected by guest numbers are to be confirmed (14) days prior to the event. No refunds can be given for reduced numbers of guests within that time period.

DIY Hire

All DIY hire items are to be returned clean and dry or a cleaning fee will apply. Items must be returned in the same condition as when they were hired out, otherwise the cost to repair damages or loss will be deducted from security bond. All items remain the property of *'I Do Weddings & Events.'* A flat fee of \$50 will be charged for any cleaning required by *I Do Weddings & Events* and charged at a rate of \$35 per hour after that.

For all hire items \$150 or under, the full amount must be paid as a booking deposit.

All hire items must be picked up and returned within the times specified on your invoice or correspondence, unless otherwise arranged with *'I Do Weddings & Events.'* For any items not returned for a prolonged or agreed period of time, (more than 24 hrs) an additional fee may be charged at the discretion of *'I Do Weddings & Events.'* Hire of equipment is for a (24 hour period), however if the equipment is not booked the day before your function, arrangements can be made for equipment to be picked up 1 or 2 days before your event for your convenience. Equipment hired on a weekend can usually be returned by the Monday, (unless the equipment is already pre-booked for an event the next day). Arrangements will then be made in advance to return equipment by 10am the following day of your event.

The driver of the vehicle transporting items must have a valid drivers license which is to be emailed in advance and presented on collection of items. *I Do Weddings & Events* reserve the right to refuse hiring out items if the vehicle being used to transport the items is deemed unsuitable or dangerous.

Delivery and next day pick up fees

Delivery fees are charged at a flat rate of \$50 and then \$1.00 per kilometre between warehouse and venue after the first 50km. Next day pick up fees are also charged a flat rate of \$50 and then \$1.00 per kilometre between warehouse and venue after the first 50km. All distances will be calculated using google maps.

Ceremony set up/pack down and styling fees

Set up and styling fees are calculated at \$60 per hour which includes one stylist and an assistant to help with labour.

Your ceremony will be ready 30 minutes prior to your wedding time and will be left set up for another 30 minutes after the ceremony for photo opportunities. A minimum fee of \$150 is required for 2.5 hrs.

Reception set up/pack down and styling fees

Time taken or resources needed to set up cocktail hour and/or wedding reception or other events will vary depending on requirements of the event. This will be pre-arranged with the client and *I Do Weddings & Events* and costs will be clearly stated on your invoice.

Set up and styling fees are calculated at \$75 per hour which includes one stylist and an assistant to help with labour.

Liability

In no event are *I Do Weddings & Events* and their respective affiliates, liable for any injury, loss, claim, damage, exemplary punitive, incidental or consequential damages of any kind which arises out of or is in any way connected with the use of our services or equipment supplier *I Do Weddings & Events*.

General

The client agrees to the possibility of photos being taken of their event for use on our website or in advertising. If you do not agree please let us know.

I Do Weddings & Events cannot be held responsible for any rubbish left behind after a ceremony takes place, unless arrangements have been made with *I Do Weddings & Events* in advance. Additional fees will apply.

By paying the deposit and confirming your booking with *I Do Weddings & Events* you have agreed with the above Terms & Conditions of hire.

I, (print name) _____ have read and agree to the above terms and conditions of hire.

(Signature)

(Date)

Drivers licence ID :

(Please note: A current drivers license must be presented for all DIY hire)