

ORDER FORM

Order Date:

____ / ____ / ____

Deposit Paid:

____ / ____ / ____

Full Amount Paid:

____ / ____ / ____

CUSTOMER INFORMATION:

Names of Couple:

Wedding Date:

ORDER DETAILS:

SKU NUMBER	DESCRIPTION	QUANTITY	UNIT COST	TOTAL

Member of Staff Initials:

Notes:

SETTING THE SCENE BY SNEATON CASTLE

THANK YOU FOR YOUR ORDER!

Prices- All prices are inclusive of VAT.

Quotations - Any quotation given will be valid for 6 weeks only from date of issue as costs may vary.

Subject to Availability - All of our decorations and seat covers must be ordered in advance to secure hire for your event.

Initial Fee - A 50% initial fee of the full payment will be required to secure your booking, this will be sent with an order confirmation 2 weeks after your order is placed. This fee is non-refundable in the event of cancellation or amendment to the date.

Payment - The remaining payment amount will be due with your Final Wedding Bill from Sneaton Castle before the event takes place.

Cancellations - Cancellations & swapping of items will result in a £100 fee after the deposit has been paid.

Refundable Deposit - A £50 deposit will be required to cover all hired items, this will be added to your invoice to be paid with final payment. The replacement value of any items lost or damaged will be deducted from the deposit. This will be refunded within 30 days after the event. If damage or loss occurs, the Client must pay the replacement value of said product(s) (excluding washable stains) this will be deducted from the damages fee. If the amount should go over the damages fee, the Client will be charged for the remaining amount owed.

Hire Items - All hire items supplied will remain the property of Sneaton Castle.

Period of hire - The period of hire is for the day of the event only.

Responsibilities of Hirer - The hirer is solely responsible for all hired items during the agreed hire period. Responsibilities include the safe return of all hired items at the end of the agreed hire period.

Sneaton Castle are not liable for any injury or damage to persons or property caused by use or misuse of any items hired.

Material Guarantee- All materials are guaranteed to be as specified by the manufacturer. If a supplier discontinues a product or a manufacturer changes material type, Sneaton Castle reserves the right to substitute an item for another of like kind and quality and make any last minute changes (at our discretion, based on availability of materials at the time of the event).

Signed: _____

Name: _____