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Terms and Conditions

Please read these terms and conditions carefully as they apply to all goods and services provided by Balwyn Events. These terms and conditions deal with your rights and obligations to us and Balwyn Events to you. Please sign and return.

Paying a \$50.00 deposit constitutes your understanding and acceptance of these terms and conditions.

Prices: All prices are in Australian Dollars. Once your booking has been confirmed and the securing deposit paid, the prices of your hire items are fully guaranteed and will only be subject to change if increases are passed onto us due to unforeseen circumstances beyond our control.

Quotations: All our quotations are valid for a period of 90 days. We reserve the right to adjust the quotation once the expiry period has been reached. All goods are hired on a first come first served basis.

A quotation is not a guarantee on the availability of items. Only once a deposit is made will your items be guaranteed.

Deposits: A \$50.00 deposit is required to secure your booking. Balwyn Events cannot guarantee a booking without the deposit.

Payment terms: Payments must be made in full 1 week prior to the event.

Payment is by credit card or cash only. Cheque payments are only by negotiation and must be cleared 1 week prior to the event.

Bonds: Where Balwyn Events considers risk of damage to our goods is possible a security bond will be payable. The value of the bond will vary accordingly to the value of the hired goods. All items must be returned in good order and condition. If a refund of your bond is payable, a business cheque or refund on your credit card will be issued within 2 business days from the return date less any cost for breakages, shortages, damages and cleaning. A valid credit card will be held as security as well as a current driver's license.

Quotation / Invoices: Please check all items and information when ordering that all chair cover/ sash styles, colours and sizes are correct as once the items leave the premises there is no exchange or refund of the hired goods and all charges are applicable. It is your responsibility to check the accuracy of the information shown in your quotation and invoices. Corrections must be notified in writing for changes to take effect.

Period of Hire: All items are hired for the duration of 1 day. Pick up and delivery can be negotiated prior to your event and return is to be the day after the event. If an extension of hire is required Balwyn Events must be notified 48 hours prior to the scheduled return or addition charges will apply to extended periods of time.

Responsibility of the Hirer: It is the hirer's responsibility to arrange for chair covers, sash's & linen to be removed at the end of the event and placed into our Balwyn Events bags ready for collection the next day by our courier. Balwyn Events supply table linen only; we do not set linen on tables. The hirer bears all risk of the goods during the hire period. During the hire period, the Hirer is fully responsible to ensure the safe keeping of the items from damage, theft, fire and soil.



Damage to hire items: Damage to any hired items, caused by you or your guests is the hirers' responsibility. You agree to be liable for the replacement of any items that have been damaged, broken or go missing from the event. Damage extends to fabrics and carpets that have been returned wet or stained in which case you will be charged for the actual cost to repair clean or replace the item. In the event that the charges are higher than the security bond value the balance will be deducted from your credit card or an invoice will be raised and must be paid within 7 days.

Cancellations: To cancel a confirmed order prior to your event, a notice must be in writing and received at our office 28 days prior to the event, where possible.
The \$50.00 deposit is non refundable to cover all administration fees.

Collection of Goods: The Balwyn Events courier where applicable will collect hired items on the arranged day with the hirer. If we are unable to collect on that day there will be an additional call out fee of approximately \$50 for each time we are unable to collect. Alternatively the goods must be returned by the hirer directly to Balwyn Events to avoid the daily late fee of \$200 per day.

Late returns: All hire goods that are not returned on the agreed date will incur a charge of \$200.00 per day.

Occupational Health & Safety: The safety of you and your guests and our employees is of great concern to Balwyn Events. In the event that weather conditions, location or access makes it unsafe to place items, Balwyn Events reserves the right to refuse set up of the hired items until the location is made safe or the weather conditions improve. In addition, carpet runners will not be placed on staircases or any other surface deemed to be unsafe or substantially wet. If items cannot be place or erected due to reasons outlined in this clause, no refund will be issued on the affected items.

Replacement Charges:

Chair Cover – Cotton	\$12
Chair Cover – Lycra	\$15
Sash's	\$5
Table Cloth	\$35
Underlay's	\$45
Overlays	\$35
Table Runners	\$10
Napkins	\$2.50
Bridal Skirting	\$100
Bistro Chair	\$25
Americana Chair	\$75
Aisle Carpet Replacement	\$400
Aisle Carpet Extra Cleaning	\$200
Damaged Vase	Replacement charge advised on quote
Damaged Candelabra	Replacement charge advised on quote
Mirrors – round or square	\$10
Long Mirror	\$35
Tealights	\$1

I agree to the set out terms & conditions:

Signature required

Print name:

Date:/...../.....

Contact Number:

Date of Event:

Venue: