



TERMS AND CONDITIONS OF HIRE

1. All equipment remains the property of Ultimate Touches.
2. The hirer shall at all times be responsible for insuring all goods, from the time of acceptance of the goods until the time it is returned and accepted back into the possession of the owner.
3. The owner shall not be responsible for any injury or damage to any persons or property arising from the use of any equipment under hire. Ultimate Touches shall in no circumstances be liable for any direct, indirect or consequential loss, damage or extra costs incurred caused by its negligence or other default in the performance of its duties.
4. Shortage and damage to goods returned or packaging will be charged according to the full replacement value at the time of hire, details of which are available upon request. Should the hirer wish to have any damaged goods returned for inspection, the owner must be notified within 28 days of the hirer being informed of such damage. Otherwise the said items will be disposed of. Any goods returned are at the hirers expense.
5. When the goods on hire are collected by the Hirer or on delivery by the Owner, the Hirer shall inspect the goods and sign the Owners deliver note. In the event of shortage or damage, the Hirer shall endorse the note accordingly at the time of delivery or collection. If the Hirer fails to perform any of his/ her obligations under this condition, all goods will be deemed to have been collected and delivered and a clean undamaged condition.
6. The Owner must be informed immediately of any extension in the hire period, and the Hirer shall be charged extra accordingly.
7. Goods must be available for collection at the delivery address, unless otherwise agreed. Any extra expenses incurred where subsequent journeys are made necessary, will be charged accordingly.
8. No goods will be accepted by the Owner other than that which has been hired and specified on the collection note. Any goods returned which do not belong to the Owner will be notified to the Hirer. Should they not be collected within 28 days the Owner reserves the right to dispose of them. Should the Hirer wish to have them returned to them then it is at the Hirers expense.
9. Any person not the Hirer, who signs a delivery/collection note, is deemed to be authorised to do so.



10. The hire shall be deemed to continue until the goods are made available to the Owner or returned to their possession. In the case of a late return of hired goods on the part of the Hirer a hire charge equivalent to the daily hire rate will be made.
11. In the event of cancelled bookings greater than 28 days before the event, the deposit monies paid will be retained by the Owner. Cancellations within 28 days of the event will be subject to 50% of the lost hire charges and become payable immediately by the Hirer. Any cancellations within 5 days will be charged at full rate. Any linen manufactured specially for the Hirer will be charged and become payable upon receipt of order.
12. Upon receipt of order a deposit of £50 (non returnable) will become payable. Final payment will become due 14 days before the event and final requirements to be advised at this time.
13. We reserve the right to charge interest as per the late payment of Commercial Debts (interest) Act as amended and supplemented by the Late Payment of Commercial Debts Regulations 2002, should any payments be delayed.
14. We will make every effort to collect at the times requested by the Hirer, however although removal will be as promptly as possible, we cannot guarantee collection immediately after use from every venue at the same time. It is the Hirer's responsibility to ensure that the linen is kept dry and in a secure place until collected.
15. We will endeavor to supply the specific items requested, however we reserve the right to substitute an appropriate alternative where necessary. All colours shown in literature and swatch cards are only representative of the actual colour as shades may vary.
16. Goods will only be counted on site at the specific request of the Hirer in advance. A named representative must be present to check the goods. Failing this all items will be counted and checked upon return to our premises and our decision as to losses/damages will be final.

Print: Name of Hirer

Print: Ultimate Touches Representative

Signed by the Hirer

Signed by Ultimate Touches Representative



Bride Details:

Name: _____
Address: _____

Postcode: _____
Tel No: _____
Mobile Number: _____
Email: _____

Venue Details:

Venue: _____
Date of Wedding: _____
Deposit Pd: _____
Date Deposit Pd: _____
Sash Colour: _____
Cover Colour: _____
No. of Covers: _____

Other Details Required for the Wedding:

Credit Card Details: Visa/ Mastercard/ Debit Card (If posting this form, please phone with details for security purposes)

Number: _____
Valid From:- _____ Expiry Date: _____
Issue Number: _____ 3 Sec digit on Back: _____
Card Holder name: _____
Card Holder Address: _____

Please make all cheques payable to Olivia McClelland or Nicola McClelland.