

## Bookings

1.1 Your booking is not confirmed until you receive a booking confirmation email or text message from us, following receipt from you of a completed booking form and the agreed deposit

1.2 By placing an order with us either verbally or via email or text message regardless of whether a booking form has been completed or deposit paid it is deemed that the customer has read, understood, fully agreed to and is bound by all our terms and conditions or hire

1.3 In the event that Bea's Booth is not ready to commence at the agreed time due to our fault, then we will still operate the agreed hire period by extending the finishing time of the hire (venue permitting). In the event that the hire does not start at the agreed time, as set up has been delayed due to unforeseen circumstances that are no fault of Bea's Booth, then the hire will still end as per the agreed time on the booking form. In the event that we have set up on time but the hire does not start at the agreed time due to over running of previous activities by you or the venue, the hire will still end as per the agreed time on the booking form.

1.4 Bea's Booth cannot be held responsible for any circumstances that may prevent us from attending your event. These may include but are not limited to; severe weather conditions, traffic delays, breakdown of our vehicles, sickness or equipment failure. If we are unable to attend or fulfil your hire due to events beyond our control we will contact you or the venue as soon as possible. In these instances our liability will be limited to no more than the amount paid for the hire and if the hire has commenced any liability will be on a pro rata basis.

## Prices, Deposits & Balance Payments

2.1 All hires are subject to an initial payment or deposit of at least £100. This initial payment/deposit is non-refundable

2.2 Any remaining balance is to be paid in full and cleared no later than 30 days prior to the event start date. Bea's Booth will not attend any event where full payment (cleared if paying by cheque) has not been received.

2.3 If the hirer wishes to use the equipment for a time period in excess of the time agreed on the booking form the hirer must agree and pay for the additional time before the original end time.

2.4 Advertised prices are subject to change without prior notification.

2.5 Bea's Booth reserves the right to charge interest on all overdue accounts at 2% above its bankers current interest rate

#### Cancellations

3.1 Any cancelled order is subject to the following cancellation charges:

- Within 8 weeks prior to event, 20% of the order value or initial payment/deposit whichever is greater
- Within 6 weeks prior to event, 50% of the order value or initial payment/deposit whichever is greater
- Within 4 weeks prior to event, 75% of the order value or initial payment/deposit whichever is greater
- Within 30 days of the event, 100% of order value or initial payment/deposit whichever is greater

#### Equipment

4.1 Bea's Booth reserves the right to substitute hired equipment with equipment of a similar type and value without notice in the event of previous damage or loss of booked equipment

4.2 All sizes quoted are appropriate

4.3 All goods provided during the hire remain the property of Bea's Booth at all times

4.4 Bea's Booth reserve the right to amend or alter any product specifications without prior notice

#### Site location, Facilities & Conduct

5.1 Hired equipment will be set up in one location only, as agreed on arrival with you or the venue representative in your absence and will not be moved once set up. Please ensure there is sufficient space at your venue to set up our equipment and adequate electricity supply available within the set up location so as to avoid trailing wires in public passage ways. Any marquee type constructions or temporary structures where our equipment is to be located must be both water tight and have a properly constructed firm, flat floor on which to site the equipment.

5.2 It is your responsibility to ensure you have permission from your venue to use our equipment on their premises. If set up is refused by the venue because you do not have their permission, Bea's Booth will not be liable for refunding any payment

5.3 Please inform us of any circumstances that would make setting up our equipment more demanding, including going up stairs, long distances from unloading area to set up site etc. (Please check with your venue if you are unsure) We allocate a set period of time for setting up our equipment at your venue which is included within the price, but if there are any complications that we are not made aware of prior to arrival at the venue then unfortunately extra time to overcome these will come out of the run time.

5.4 The client is responsible for ensuring that suitable security and crowd control measures are in place prior to the start of the event

5.5 Bea's Booth reserve the right to cease operation and remove hired equipment from site if at any time a representative of Bea's Booth feels that guests or clients conduct endangers the safety of the equipment, other users, or Bea's Booth representatives. In such cases no refund will be given and full contracted fees will be due to Bea's Booth

5.6 Bea's Booth reserves the right to refuse guests use our equipment if, in the opinion of our staff, guests are

1. too unruly
2. too intoxicated
3. risk damaging our equipment or themselves or others

#### Liability & Insurance

6.1 The client agrees to cover the company for any damage or theft of Bea's Booths equipment whilst on hire. This includes both set up and pack down time.

6.2 Bea's Booth accept no liability for any loss or damage of personal property and or injury arising from the use of the hired equipment.

#### Others

7.1 Bea's Booth may use any of the photographs and images from your event for suitable means. This includes but is not limited to advertising and promotional material either in print or on the internet. Attending your event and using our equipment would mean that you agree and permission has been granted to do so by yourselves and your guests.

7.2 11pm is our latest finish time for hires. If you require hires that run past 11pm this must be agreed before final payment is due (30 days before the event) and may include additional costs.

7.3 After 9pm or the last hour of any hire, whichever is earliest, young children will be required to use the equipment accompanied by an adult.

7.4 No food or drink are to be taken into the Photobooth at any time

By hiring equipment from Bea's Booth you are agreeing to all of our Terms & Conditions

Please contact us if you are unclear on any of our terms and conditions before you book a booth or mirror with us for your event. We are only too happy to answer any questions you may have.

Additional conditions for Audio Guest Book hire

8.1 The Audio Guest Book (AGB) remains the property of Bea's Booth at all times.

8.2 The AGB must be returned in its original packaging.

8.3 You are liable for any damage to or loss of the AGB including charging wires and plugs. The cost of replacements will be deducted from your holding deposit.

8.4 We reserve the right to demand a holding deposit before goods are sent out to you (this will be stipulated at the time of enquiry subject to your hire requirements) and providing the goods are returned in the same condition as sent out (allowing for normal wear and tear during use) then this will be returned to you

8.5 We recommend the AGB is situated in a quiet part of the venue to enable best capture of your messages. It should be placed on a flat surface with access to a standard plug socket should the need arise to recharge the battery. The AGB must not be placed where in areas where only your event guests will have access

8.6 Young children MUST be supervised in the use of the AGB at all times

8.7 Bea's Booth may use any of the recordings from your event for suitable means. This includes but is not limited to advertising and promotional material either in print or on the internet.