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**Terms and Conditions**

**Parties**

(a) The ‘Supplier’ is: Vintage Tea Party; 53 Colwith Road, London, W6 9EY.

(b) The ‘Hirer’ is the person named.

The hirer is required to complete the booking form detailing the order. This is to be returned to us along with a signed copy of these terms and conditions via email to claire@vintageteaparty.co or by post to 53 Colwith Road, London, W6 9EY.

**Deposits**

We require two separate deposits. The first is a non-refundable booking deposit of 50% of the total order cost amount paid at the time of booking. The booking deposit secures the date and can be paid via bank transfer.

We will also request a damage deposit of 50% of the subtotal order amount or £150 (whichever is greater) 2 weeks before the hire date. The will be returned to the hirer once the items have been returned and inspected for damages, missing items etc.

**Payment**

We require the booking deposit (50%) at the time of booking and the balance along with damage deposit 2 weeks before the hire date. Once the booking form and booking deposit have been received, the booking will be confirmed. The hirer will be issued an invoice (confirming receipt of deposit) detailing the outstanding balance.

The final balance must be paid 2 weeks prior to the event.

The booking and damage deposit payment can be made by bank transfer. These details can be obtained by contacting us. Please use your surname as the reference.

Vintage Tea Party shall have no Liability to the Hirer if, without just cause, any monies due in respect of the rented goods have not been paid in full by the due date for payment.

**Cancellation Policy**

In the event of a cancellation, the booking deposit will be lost (this is non-refundable). Cancellations made with less than 14 days to the event will result in 100% loss of payment. The damage deposit will be returned within 5 working days.

**Minimum hire value**

We have a minimum booking value of £100 for all orders to be delivered. Please enquire if you have a lower value order and wish to organise your own collection and return.

**Delivery**

For all locations outside of Fulham and Hammersmith, a delivery fee may be charged. This will be discussed and agreed at the time of booking.

**Parking Charges**

If parking fines are incurred by our delivery / collection vehicle because no legal method of parking our vehicle was available when we arrived these will be retrospectively deducted from the deposit or an invoice will be sent to you after the fine is received by us.

**Hire Period**

The hire period is generally for the day of the event and delivered the day before and collected the following day. If you require an extension, there will be an additional charge, please contact us for a quote.

**Cleaning, Care and Packing of China**

The hirer is responsible for the property of Vintage Tea Party from the time of delivery to collection.

Please do NOT clean the china, glass or linens. Due to their fragile nature, we prefer to hand-wash the items ourselves to preserve the delicacy and also to ensure they are sparkling clean, pressed etc. for our next customer to enjoy. A washing up fee is included in the booking fee.

When packing the china (The hirer or your caterer), we ask you to please not wash the china but to only remove any remaining food or drink. All china and glasses should be packed back into the boxes in which they arrived (they will be labelled).

**Collection**

The order must be ready for collection on the agreed date and time. The items must be in an easily accessible location (no stairs etc.).

It is essential the china is packed securely (as described above) should we need to ‘repack’ due to poor packing on collection; a £15 per quarter hour packing fee will be charged to the hirer.

Any breakages due to poor packing will also be subject to the damage charges listed below.

**Damage Deposit**

The refundable damage deposit will be returned once goods have been returned and checked for any damage or loss. The hirer will be informed within a maximum of 4 working days after the date of collection, if there is any damage, missing or substituted items. Missing and or damage to the rented goods will be charged at the prices below and deducted accordingly from the hirer’s damage deposit.

**Loss or Damages**

In the event of any loss or damages, each piece will be paid for at the replacement value. The hirer will be informed of the charges and return the deposit minus the damage charges. Please find below a list of the damage charges.

All boxes or cartons are to be returned dry and intact. A charge will be made for all cartons, boxes lost or damaged.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vintage**  | **Replacement Charge** | **Props** | **Replacement Charge** |
| Matching China Trio: tea cup, saucer and side plate  | £20 | Antiqued Fluted Votive | £7 |
| China Tea Pot | £50 |  |  |
| China Milk/Cream Jug  | £10 | Double Sided Cotton Bunting (Per 5 Meters) | £25 |
| Sugar Bowl | £10 | Gold Frame | £50 |
|  |  | Brass Ornate Easel | £80 |
| China Sandwich Plate | £20 | WW1 Binoculars | £50 |
| China 3-Tier Cake Stand | £50 | ‘Wedding’ Wooden Arrow Sign | £10 |
| Pressed Glass Cake Stand | £20 | ‘You + Me=Us’ Wooden Sign | £30 |
| Silver Plated Sugar Tongs | £10 | ‘And They Lived Happily Ever After’ Wooden Sign | £30 |
| Silver Plated Cake Slice | £15 | ‘Time to Drink Champagne And Dance On The Table’ Framed Print | £40 |
| Glass sundae Dishes | £5 | Large Gold Birdcage | £50 |
|  |  | Vintage Folding Camera | £40 |
| **Vintage style**  |  | Set of 2 Vintage Suitcases | £100 |
| 1930’s Style Champagne Saucer Glass | £7 | Set of 26 Vintage Books | £80 |
| Kings Pattern Butter Knife | £4 | 1930s Typewriter | £100 |
| Kings Pattern Pastry Fork | £4 | Traditional Style Glass Drinks Infuser With Tap | £40 |
| Kings Pattern Tea Spoon | £4 | Glass Jars with Straw | £8 |
| White Linen Napkin | £10 | Champagne Ice Bowl | £50 |
|  |  | Vintage Croquet Set | £200 |
|  |  |  |  |
|  |  | **Packaging** |  |
|  |  | Correx Glass and China Box | £30 |
|  |  | Plastic Box  | £15 |

**Law**

All parties agree English law applies and submit to the jurisdiction of the English Courts.

I confirm I have read and understood the above Terms & Conditions and have shared them with the venue/caterer (if applicable).

Name ‘Hirer’\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Please return this along with the booking form. We recommend that you contact us prior to completion to discuss your needs.**

**
Booking Form**

We are delighted to help make your special occasion very memorable. Please complete this booking form to ensure we have all the details of your requirements. We recommend that you contact us prior to completion.

Name of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery and Collection Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cleaning of the crockery, glassware and cutlery is included in the hire cost.**

**When making a booking for the cake-away menu, there is no need to mark-up china requirements as these come as part of the package.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vintage**  | **Number Required** | **Props** | **Number Required** |
| Matching China Trio: tea cup, saucer and side plate  |  | Double Sided Cotton Bunting (per 5 meters) |  |
| China Tea Pot |  | Antiqued Fluted Votive |  |
| China Milk/Cream Jug  |  | Gold Frame |  |
| Sugar Bowl |  | Brass Ornate Easel |  |
| Pressed Glass Jam Pot |  | WW1 Binoculars  |  |
| China Sandwich Plate |  | ‘Wedding’ Wooden Sign |  |
| China 3-tier Cake Stand |  | ‘You + Me=Us’ Wooden Sign |  |
| Pressed Glass Cake Stand |  | ‘And They Lived Happily Ever After’ Wooden Sign  |  |
| Silver Plated Sugar Tongs |  | ‘Time To Drink Champagne And Dance On The Table’ framed print |  |
| Silver Plated Cake Slice |  | Large Gold Birdcage |  |
| Glass Sundae Dishes |  | Vintage Folding Camera |  |
|  |  | Set of Vintage Suitcases |  |
| **Vintage style**  |  | Set of 26 Vintage Books |  |
| 1930’s style Champagne Saucer glass |  | 1930s typewriter |  |
| Kings Pattern Butter Knife |  | Traditional Style Glass Drinks Infuser With Tap |  |
| Kings Pattern Pastry Fork |  | Glass Jar With Straw  |  |
| Kings Pattern Tea Spoon |  | Champagne Ice Bowl  |  |
| White Linen Napkin |  | Vintage Croquet Set |  |
|  |  |  |  |
| **Event package**  |  |  |  |
|  |  |  |  |
| **Cake Away Menu**  | **Number Required**  |  |  |
| Please tick which cake options you would like. (Each order to have the same choice, unless there is a dietary requirement, such as gluten free or vegan. In which case, best to discuss with us before completing the form).3 sandwich fillings

|  |  |
| --- | --- |
| Sandwich Filling  |  |
| Roast ham and English mustard |  |
| Cool cucumber and mint  |  |
| Mature cheddar with fruit chutney |  |
| Smoked salmon and cream cheese |  |
| Hummus, spinach and tomato |  |

3 items from cake bites or1 from cake bites and 1 from individual cake list

|  |  |
| --- | --- |
| *Cake Bite*  |  |
| French macaroon |  |
| Mini cupcake |  |
| Vanilla blondie bite |  |
| Truffle chocolate brownie bite w raspberry |  |
|  |  |
| *Individual Cakes*  |  |
| Lemon drizzle |  |
| Pistachio & coconut |  |
| Vanilla cupcake  |  |
| Truffle chocolate brownie |  |

No need to specify china, it will come with the package. If you’d like additional items, such as champagne saucers and napkins, please add to order above. |  |  |  |

Do you require delivery and collection of the hired items? YES / NO (please circle relevant response)

All onsite styling requirements need to be discussed prior to completion of the booking form. Please enter the cost that was agreed to provide this service for your event £

Please return this booking form along with a signed copy of the Terms and Conditions via email to claire@vintageteaparty.co or by post to 53 Colwith Road, London, W6 9EY.

We will email you the cost total. The booking will be secured once we receive the booking deposit of 50% of the total order cost; this is to be paid via bank transfer. Please contact us to receive bank details.