



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 £100 (whichever is greater) for non-catered orders or 30% of the subtotal order amount or £100 (whichever is greater) for catered orders. This is to be paid 2 weeks before the hire date. This 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 and catering 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) and the damage deposit returned within 5 working days. For catered orders the remaining balance is non-refundable if a cancellation is made within 7 days of the event.

Minimum hire value

We have a minimum booking value of £50 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	£10	Antiqued Fluted Votive	£7
China Tea Pot	£40	Hessian Covered Flower Jars	£5
China Milk/Cream Jug	£7	Double Sided Cotton Bunting (Per 5 Meters)	£25
Sugar Bowl	£7	Gold Frame	£50
Pressed Glass Jam Pot	£20	Brass Ornate Easel	£50
China Sandwich Plate	£15	Hessian Table Planner	£30
China 3-Tier Cake Stand	£35	'Wedding' Wooden Arrow Sign	£10
Pressed Glass Cake Stand	£20	'You + Me=Us' Wooden Sign	£20
Silver Plated Sugar Tongs	£5	'And They Lived Happily Ever After'	£20

		Wooden Sign	
Silver Plated Cake Slice	£10	'Time to Drink Champagne And Dance On The Table' Framed Print	£30
Glass sundae Dishes	£5	Large Gold Birdcage	£40
		Vintage Folding Camera	£20
Vintage style		World War 1 Binoculars	£40
1930's Style Champagne Saucer Glass	£7	Set of 2 Vintage Suitcases	£100
Kings Pattern Butter Knife	£2	Set of 26 Vintage Books	£50
Kings Pattern Pastry Fork	£2	1930s Typewriter	£100
Kings Pattern Tea Spoon	£2	Traditional Style Glass Drinks Infuser With Tap	£40
White Linen Napkin	£6	Glass Jars with Straw	£7.50
		Champagne Ice Bowl	£40
		Vintage Croquet Set	£150
		Packaging	
		Correx Glass and China Box	£20
		Plastic Box	£10

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.

Vintage	Number Required	Props	Number Required
Matching China Trio: tea cup, saucer and side plate		Antiqued Fluted Votive	
China Tea Pot		Hessian Covered Flower Jars	
China Milk/Cream Jug		Double Sided Cotton Bunting (per 5 meters)	
Sugar Bowl		Gold Frame	
Pressed Glass Jam Pot		Brass Ornate Easel	
China Sandwich Plate		Hessian Table Planner	
China 3-tier Cake Stand		'Wedding' Wooden Sign	
Pressed Glass Cake Stand		'You + Me=Us' Wooden Sign	
Silver Plated Sugar Tongs		'And They Lived Happily Ever After' Wooden Sign	
Silver Plated Cake Slice		'Time To Drink Champagne And Dance On The Table' framed print	
Glass Sundae Dishes		Large Gold Birdcage	
		Vintage Folding Camera	
Vintage style		World War 1 Binoculars	
1930's style Champagne Saucer glass		Set of Vintage Suitcases	
Kings Pattern Butter Knife		Set of 26 Vintage Books	
Kings Pattern Pastry Fork		1930s typewriter	
Kings Pattern Tea Spoon		Traditional Style Glass Drinks Infuser With Tap	
White Linen Napkin		Glass Jar With Straw	

		Champagne Ice Bowl	
		Vintage Croquet Set	

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 £

All kitchen and waiting staff costs 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.