



NCS Venue Dressing Terms and Conditions

By hiring our services you are agreeing to the following terms and conditions.

1. Deposit & Payments

A 25% deposit from your final quote is required to secure the date of your event and allocation of products for hire. Bookings are not allocated to a client until a full deposit is received. Provisional bookings can be made but at the discretion of NCS Venue Dressing, should there be a clash of dates between 2 parties both will be notified and the booking allocated to the first successful payment. Should prices from NCS Venue Dressing increase, and should a deposit not have been paid you will be charged the new increased prices, however clients will be informed of any price increases before-hand. Said deposit is non-refundable and is subtracted from the final amount owed. The final total payment/balance is required a full 4 weeks prior to the event (unless otherwise agreed) and can be paid by cash or bank transfer. Final numbers of persons attending the event is also required at this time and this is the number of which NCS Venue Dressing will work from. Any additional numbers shall be charged and are at the discretion of NCS Venue Dressing.

2. Refundable Damages Deposit

A damages fee of £200 is required on all bookings. The damages fee covers any potential damage that may occur to our products whilst hired out to your event. The damages fee is refundable and shall be returned to the client once goods/products have been returned and inspected.

3. Ownership

All products and equipment remain the property of NCS Venue Dressing.

4. Loss & Damage

If damage or loss occurs the client must pay the replacement value of the products. This excludes stains that can be removed. The cost of the products will be deducted from the damages fee and any remaining monies shall be returned to you. Should the replacement cost exceed the damages fee, you will be then invoiced for the amount exceeding the damages fee. Damage that is deemed irreversible and prone

to additional charges include for example, cigarette burns, graffiti, breakages, footprints, excessive stains, tears, rips. Reversible damage such as minor stains and scuffs will not be charged and are the discretion of NCS Venue Dressing.

5. Cancellations

NCS Venue Dressing understands that cancellations to bookings may occur for a variety of different and potentially difficult circumstances. If a cancellation were to occur you will unfortunately forfeit the deposit you have paid. Cancellations occurring within 6 weeks prior to the date of the event full payment is required. Cancellations prior to 6 weeks before your event do not require any additional payments beyond stock purchased for your event, time spent on the planning of your event.

6. Hired Products & Items

The total number of covers/items either collected from NCS Venue Dressing fitted and left at your venue is what we expect to receive upon collection after your event. If loss occurs we will first contact the venue to locate any lost item(s). If however, the item(s) is/are not recovered, we will invoice the lead contact. It will be the sole responsibility of the lead contact for safeguarding our items before, during and after the event until collection. It is the understanding of the client that equipment hired from NCS Venue Dressing in most circumstances will have had prior use at previous events and some minor irreversible damage may still be visible on some equipment such as scratches and scuffs. All chair covers are laundered at the earliest opportunity after the event, folded and stored in a suitable environment.

7. Product Usage

It is the understanding of the client that all products hired are to be used for its intended purpose. It is the responsibility of the client to ensure the equipment hired from NCS Venue Dressing is used appropriately and that children are supervised around products such as lighting, backdrops, candles and smaller items. Should items be required to be moved during your event, NCS Venue Dressing are in no way responsible for the standard of dressing once items have been moved. NCS Venue Dressing are not responsible for any movement of items during the event, however if you would like this done a charge will be incurred.

8. Access:

It is the responsibility of the hirer to ensure that the tables and chairs to be dressed are made available prior to dressing at an agreed time at the venue, NCS Venue Dressing is not responsible for the arrangement of tables and chairs at the event venue, this includes cutlery, table clothes, napkins, place cards and seating arrangement. NCS Venue Dressing is responsible for the dressing and undressing of the venue using only products hired from NCS Venue Dressing. It is the responsibility of the client to ensure that NCS Venue Dressing are kept informed of any changes to the event that may have an impact upon the services carried out by NCS Venue Dressing such as, changes to the logistics of the event or type of chair being used. NCS Venue Dressing is in no way responsible for any issues arising due to lack of communication from the client or venue.

9. Collection

Collection of equipment will be carried out by NCS Venue Dressing after the event at an agreed time and location. It is the client's responsibility to ensure that equipment is ready and available for collection at the agreed time. Any failed collections will be charged.

10. Returns

In the event of clients returning items to NCS Venue Dressing a time and location will be agreed for delivery, any late deliveries will be charged at £50 a day.

11. Payment

A non-refundable 25% deposit from your final quote is required in cleared funds to reserve your booking. The remaining balance is payable in cleared funds no later than 4 weeks prior to the event. If the required event date is within 4 weeks of placing your order, payment is required in full at the time of order. This payment would be non-refundable. Should the balance payment not be received we will then withdraw our acceptance of your order. No delivery will be made without the full balance received.

12. Liability

NCS Venue Dressing will not accept any liability whatsoever for injury or damage to persons or property sustained arising from any equipment under hire for NCS Venue Dressing. NCS Venue Dressing does have full Public Liability Insurance (PLI), certificates are available upon request.

Thank you for choosing NCS Venue Dressing for your next event, please sign and date below to confirm that you have read and agree to our terms and conditions.

..... (Lead Contact (Date)

Go Green We are committed to finding ways of reducing our impact on the environment through saving paper and the energy used to produce, transport and dispose of it. All correspondence will be sent via email. You can help us by opting to return any paperwork by email.