
Heading Up The Aisle Limited

Bridal accessories + Wedding Planning Services in the comfort of your own home.

Chair Covers Booking form and Terms and Conditions

www.headinguptheaisle.co.uk

www.headinguptheaisle.com

07968 730837

Date of Wedding

Time of Ceremony.....

Name of Bride:.....

Name of Bridegroom:.....

Emergency contact number for the wedding day

.....

Telephone No: and Mobile No:

.....

Contact e-mail address

.....

Bride's Address where to post sent

to:.....

.Post code:.....

Chair cover Collection Address: 2 Boswell Close, Orpington KENT, BR54DQ (FOR DIY SERVICE)

Name and Address of Ceremony

Venue:.....

Post Code:.....

Reception

Address:.....

Post Code:.....

DIY Service – Yes/No

Agreed set up time

Kay Carey BSc MCIPD

Qualified Wedding Planner WPS and UK IWPA

Return form to

Heading Up The Aisle Limited,

2 Boswell Close

Orpington, KENT, BR5 4DQ

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Agreed set up location

Agreed collection time (if not opting for the DIY service)

Chair cover selection available:-

DIY Service (Includes Sash)

White Satin Chair covers -	£1.75 per Chair	<input type="checkbox"/>
White Stretch cover with tie attached	£2.00 per Chair	<input type="checkbox"/>
White Stretch cover without tie attached	£2.00 per Chair	<input type="checkbox"/>
White Linen Chair covers -	£2.50 per Chair	<input type="checkbox"/>
Ivory Linen Chair covers	£2.50 per Chair	<input type="checkbox"/>
Specialist covers, black or pink priced at	£3.50 per chair	
Set up service required	Yes/No	
DIY service required	Yes/No	

TOTAL AGREED HIRE PRICE _____

Sash Colour

No of chair covers required and type

The above service is for you to collect from us in Orpington the day before, and return to us the day after the event.

An additional charge of from £100 for a local wedding will be added for us to put them on and collect (boxed) the day after the wedding. We quote the fitting charge according to your wedding location.

Booking will be completed with receipt of a 50% deposit for our services, which can be paid by cheque, or credit card over the phone. This deposit secures our services. The balance of payment is due 4 weeks prior to the wedding date.

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General Conditions

We shall make our best efforts to supply you with the goods requested and agreed at the time of booking. We will not be held responsible for not being able to supply covers due to any force majeure or natural disaster.

All goods for hire remain our property. Prices quoted are for one days hire only (24 hours) apart from day of delivery and collection. Subsequent days will be charged at a daily rate unless a special agreement has been arranged prior to the event between the Owner and the Hirer. Any amendment to this agreement must be made in writing and sent to us recorded delivery.

Booking

A 50% non refundable deposit is required to reserve your booking. There is no minimum number of chair covers per booking. Cheques should be made out to "Heading Up The Aisle Limited." We also have a credit card payment facility.

We do not put dates in the diary until we have received full deposit payment by yourselves.

Payment

Final total payment is required in full 4 weeks prior to the event. If payment is not received, within our terms and conditions, we will assume our services are no longer required. A cancellation charge of 25% of the estimated amount including delivery will be invoiced if cancellations are not made in writing & us acknowledging receipt of this at least 8 weeks prior to the event.

On receipt of full payment, a confirmatory Email is sent detailing order details and receipt.

Prices

Prices & availability of products are subject to change without notice, however once a deposit is paid, the price quoted will not change.

Hire Period

Hire is for a 24 hour period only (with a day either side for collection and return) or as otherwise stated by Heading Up The Aisle Limited. Orders should be collected from us the day before and returned the day after the event. (For the DIY service, for those where we are contracted to put the covers on and pick them up the day after the event. The chair covers should be removed from the chairs and placed in the boxed required ready for collection).

It is the hirers responsibility to ensure the used linen is packed up and boxes sealed ready for collection by us (if you are using our chair cover set up service). If we come to collect the chair covers and find that it has been, misplaced etc, we have to rebook the collection pick up the linen the next day which will result in a delay in the linen returning back to us, a delay in laundering and therefore will not be available in time for the next order. If linen arrives back late due to an wasted pick up, the hirer will forfeit their damage loss deposit.

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Alterations after placing order

This depends on availability. We can however make slight adjustments to the order after it has been booked; Please ensure the correct style chair cover and sash colour is ordered before booking. If in doubt please confirm the colour with us by sending us a colour swatch to match to.

Cancellation

In the event of a cancelled booking, a cancellation charge of 25% will be levied. Within four weeks of booking date 100% payment will be required for immediate payment.

Any unpaid cancellation charges after 30 days of invoice will be passed to a collections agency who will act on behalf of Heading Up The Aisle Limited and further charges will be added to your account. All special orders are to be paid for upfront and are Non-Cancelable and Non-refundable

Pick up/Collection

All times we agree with yourself for collection, are actual, the chair covers must be available for collection at the reception address at the time agreed. These should be removed from the chairs and boxed up unless otherwise agreed, all aborted pick ups will be charged for.

The Hirer is responsible for any loss or damage to the chair covers, from time of delivery or pick up until they are collected by the company's employees or until they are delivered back to our premises and handed over to an employee of Heading Up The Aisle Limited. Deliveries left at premises are left at the hirer's risk.

We will not be liable for any delays to an order caused by any circumstances beyond our control. Aborted pick ups/delivery are charged at £50 per visit.

Loss/Damage

We require a loss/damage deposit of £500, in the form of a cheque which will not be cashed and which will be returned when all goods hired are returned undamaged.

Shortages and damages to hired goods will be charged at their full replacement value, and no substitute item will be accepted by Heading Up The Aisle Limited. The Owner reserves the right to also charge the Hirer loss of profit on the lost future hire of the said goods. The Hirer may request in writing the return (and bear the cost thereof) of any damaged goods within 14 days of the Hirer being informed by phone, Email or writing of any such damage. Otherwise the said items will be disposed of.

Linen may be returned soiled, however any permanent stains or damages to chair covers, linen & sashes such as food, ink, mud, crayon, pulls in the fabric and burns will attract a £10.00 replacement charge for each damaged chair cover or overlay and £5.00 for each sash.

Chair covers, which have been dragged on the floor or placed on earthen ground and are damaged beyond repair will be charged for at full replacement costs. Sashes must be untied before sending back to Heading Up The Aisle Limited Untied sashes will attract a charge of £30 per order. The Chair covers must be placed in the boxes provided.

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Loss/damage deposit cheque funds must be provided at the time of booking and will be returned when all the items hired are returned undamaged. This will be confirmed up to 1 week after the event, when covers will be cleaned and inspected.

Liability

Heading Up The Aisle Limited shall not be responsible for injury or damage to persons or property howsoever sustained arising from any goods under hire. The hirer will be responsible for ensuring the chair covers and sashes are fitted correctly to prevent any injury. We shall be under no liability in respect of any defect arising from willful damage, abnormal usage conditions, failure to follow our instruction (whether oral or in writing), misuse or alteration or repair of the linen without our approval.

Except in the case of death or personal injury caused by our negligence, we shall not be liable to you by reason of any representation or any implied warranty, condition or other term, or any duty at common law or under these terms and conditions, for any special, indirect or consequential damage.

Sizing

It is the hirers responsibility to provide us with the full chair cover sizes and to confirm that they are happy with the product on offer.

Risk to the goods

The risk in the goods will pass to you immediately on delivery or collection of the goods to you or the recipient.

It is your responsibility to ensure that the goods are fully covered by insurance with regard to theft, damage, and public liability risks.

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Rights Reserved

Any failure by us to enforce any or all of these conditions shall not amount to or be interpreted as a waiver of any of our rights.

We thank you for your booking your chair covers with Heading Up The Aisle.

Please sign to state you wish to engage our services and that you accept the terms outlined above. I sign to confirm that I wish to engage the services ("Chair covers") of heading up the aisle for my wedding day and I have read and accept the terms outlined above. Any changes to collection or drop off time must be agreed in writing.

Signed.....

Date

Terms and Conditions Definitions

The contract is the document or documents that set out these conditions and all other details about your agreement with us.

"We" and "Us" "Owner" and "Our" mean the seller/supplier of the goods

"You" or "Your" or "Hirer" means the hirer of the goods

The "Goods" mean all goods to be hired by us to you

The "Recipient" means the person, firm, company, corporation or public authority to whom the goods are delivered, when it is not you. These conditions exclude any terms and conditions you may have put forward, except where we have agreed to any amendments or other conditions in writing.

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