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Themed Event Prop Hire. The Palm Suite, Mamhilad Park Estate, Pontypool. NP4 0HZ. Tel. 07495 550355 or 07860 101030  
www.eventpropshop.co.uk Enquiries: Info@eventpropshop.co.uk

**BOOKING FORM** (Page 1 of 2) Please complete in black pen with as much information as possible

Your Name:

Company:

Address:

Date of your Event:

Event Venue Address and Event Function Room:

Your Contact Number at your event:

Your Email:

Reg. Charity No.

Type of Event:

Venue Contact Name & Number:

Approx No. of Guests:

Event Start & Finish Times:

List Prop Hire Items Required:

Confirmation of Total Price Quoted: Amount of Deposit paid with Booking:

Does your venue and event space have any access restrictions : **Yes? No?**

Please List: (Examples include restricted parking for unloading, steps, long carries, no lift, small lift, etc. Failure to disclose access restrictions, may result in delivery being declined)

**Access to Venue:** All prices quoted are for ground floor venues with unrestricted access. If your event is being held higher than ground floor or if there is restricted or limited access to your venue, then additional charges will apply. Access restrictions MUST be disclosed before booking.

**Delivery & Collection Times:** We ask that you are flexible with delivery and collection times. Props are generally collected the morning after your event. Through the night de-rigs are at additional cost, please ask if you require a quote for this service.

**Parking:** Parking and Congestion/ Ulez charges incurred by our staff while at your event will be added to the overall cost. Your quote assumes that our vehicle can remain at your venue while your props are being delivered by one delivery driver.

**Fees:** I understand that the balance of my prop hire is payable 14 days before the event. Payments are not accepted post events. All prices subject to Vat at current rate,

**Terms & Conditions:** A full list of our Standard Terms and Conditions is available to view and download on our website.

I have read and accept Event Prop Hire Terms and Conditions.

**Please Sign and Date this Form Here:**

**Signature: Date:**

After completing this form, send the form back to us at the address below. Deposit payments can be made by bank transfer. As soon as your Booking Form and Deposit are received, we will send you a receipted two part invoice for your Deposit and Balance. Please keep a copy of this form for your records.

Events Prop Shop Ltd. The Palm Suite, Mamhilad Park Estate, Pontypool. NP4 0HZ

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Company registered in England & Wales: Company Number 10969885