

Sitting Pretty Chair Covers: Terms & Conditions

Contact Details: The lead contact must be the name provided to Sitting Pretty for the purpose of the order confirmation form and contact details will be used for the duration of the booking; in the lead up to, during and after the event if necessary. If any information on receipt of the order confirmation form is incorrect, the lead contact must inform Sitting Pretty as soon as possible. Sitting Pretty will only accept changes of details in relation to the booking from the lead contact. Sitting Pretty may hold contact details for the purpose of future marketing. Should the lead contact wish to opt out of receiving future updates from Sitting Pretty then the opt- out option on the booking form should be selected.

Deposit & Payment: A 50% deposit is required at the time of booking and the final 50% is due no later than 14 days prior to the event. Should original numbers change nearer to the time of the event (see **Confirm Numbers**), the amount payable will be adjusted as appropriate and the revised cost payable will be applied to the final invoice. Items are priced individually per hire and should delivery and/or set up and/or removal of products from chairs and/or collection be required, additional charges may apply. Sitting Pretty will discuss this with the lead contact prior to finalising the total cost of the booking. It is the responsibility of the lead contact to ensure all payments are made (and cleared if paying by cheque) by the due date. Cheques should be made payable to Sitting Pretty Chair Covers.

Compulsory Insurance Cover: 10% of the total product hire cost will automatically be added to the total cost payable as an insurance charge to allow for any irreversible damage or missing items. On collection or when items are returned to Sitting Pretty, a full inspection of all hired goods will be carried out and as long as all items are in good order, the 10% insurance cover charge will be refunded to the lead contact within seven days of the event. Should the cost to cover the number of any irreversibly damaged/missing items exceed 10%, then the lead contact will be invoiced.

Delivery, Set Up and Collection: If the lead contact has requested delivery and/or set up and/or removal of products from chairs and/or collection, Sitting Pretty will aim to deliver, set up and collect at the convenience of the lead contact, venue staff and organisers. The final number delivered to and/or fitted at the venue is the number expected to be returned or collected. Sitting Pretty will collect covers/sashes after the event from the event location or from a location as agreed with the lead contact (if required). Should the lead contact also require Sitting Pretty to remove covers from chairs after the event, they must inform Sitting Pretty on booking. Items remain the property of Sitting Pretty at all times, before, during and after the lead contact's event.

Confirm Sizes of Chairs: The lead contact will be responsible for confirming that the chairs at their choice of venue comply with sizes/styles of Sitting Pretty Chair Covers. Sitting Pretty will assist where appropriate in the interests of the lead contact but will not take any responsibility if covers do not fit the chairs supplied by venues/organisers on the day of the event. If this instance occurs, refunds will *not* be made available. In order to avoid this situation, Sitting Pretty recommends that the lead contact informs as soon as possible of any change in style/sizes of chairs, for example if a venue decides to replace chairs prior to the event.

Confirm Numbers: Final numbers should be made clear to Sitting Pretty no later than 28 days prior to the event. Sitting Pretty will allow for a minor adjustment to original estimate of guest numbers - it is understood that there may be difficulty in predicting exact guest numbers prior to this time. Sitting Pretty is generally able to increase numbers but asks that the lead contact informs of this as soon as possible. It cannot be guaranteed that increases at the last minute can be accommodated. There are no penalties for decreasing numbers, however numbers should not fall lower than the minimum order number. The final invoice is always calculated to the final number confirmed by you 28 days prior to your event. Sitting Pretty has a minimum order number policy of 40 covers.

Missing/Damaged Items: The lead contact is responsible for the safe keeping of all products hired from Sitting Pretty, before, during and after use. The covers will be handed over from Sitting Pretty to the lead contact or delivered to the named contact at the venue (if required) prior to the event. Should any covers/sashes be missing or damaged when returned to or collected by Sitting Pretty, the lead contact will be informed and will be invoiced to cover replacement costs of any missing/lost/damaged items; £8 per cover and £2 per sash (if exceeding the 10% insurance cover charge). Sitting Pretty will not pursue unreturned or damaged items with 3rd party delivery addresses (venues).

Standard laundry is included with all covers provided to ensure products are clear of stains and scuff marks. Sitting Pretty accept that stains and scuffs are part of an event, however, if upon inspection, it is found that Sitting Pretty products have been irreversibly damaged through mistreatment, for example, rips, tears, footprints, writing/graffiti /drawing, cigarette burns, excessive food and drink stains, then the lead contact will be invoiced and expected to pay for any damage caused (see earlier note) and/or replace damaged goods.

Cancellations: Please note that cancellations within 60 days or less will require full payment. Any cancellations outside of this time do not constitute additional payment but all deposits from the time of booking are unfortunately non-refundable.

Acceptance of Terms & Conditions: Payment of deposit and signature of the lead contact on the order confirmation form is deemed as you having read, understood and accepting Sitting Pretty



Chair Covers Terms and Conditions. Please do not hesitate to contact Sitting Pretty if you have any queries in relation to any of the above.



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