

# Design By Ange

## Equipment Hire contract



<b>Hirer's Name:</b> <b>Address:</b> <b>Phone Number (s):</b> <b>Email Address:</b> <b>Booking ID:</b> <i>E.g. drivers License/photo ID</i>	<b>Events/ Activity:</b>  <b>Hire Period:</b> <i>(Dates/Times of each Event/Activity including set-up and pack-down times)</i>
<b>Venue:</b> <b>Venue Address:</b>	<b>Equipment Hired:</b>
<b>Costs:</b> <b>Hire Fee</b> \$ <b>Bond</b> \$	

As the Hirer, I declare that I have read and agree to the hire Terms of Trade. I declare that I am aged 18 or over.

**Name of authorized person:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Hirer)*

This booking is accepted by and on behalf **Design by Ange** on the terms and Conditions of Hire set out in this agreement.

**Position:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Terms and Conditions:**

### **In these conditions:**

- a) The 'owner' is Design by Angel
- b) The 'hirer' refers to the person, business or company that is hiring equipment from the 'owner'
- c) The 'equipment' means all the equipment and accessories supplied to the hirer.

### **Hire Period**

- The standard hire period for any equipment is 1-4 days. The price is the same whether you hire for one day or four days.
- There are no discounts for equipment being hired for shorter periods
- You are responsible for the equipment during the period of hire.
- Note that some of our equipment is subject to being delivered. Set up, and packed down by the owner.

### **Fees**

- Penalty fees of 10% per/day for the first three days, after that this will increase to 30% per/day, for all equipment not returned by the agreed hire period.

### **Delivery and Collection**

Delivery and collection cost will vary; All equipment that is being picked up will not incur a charge. Courier is not our preferred option and is available only on some non-breakable items at your (the hirer) cost.

Please note that it is your (the hirer) responsibility to ensure that all equipment is packed well. Any equipment that is broken on the return courier through packaging negligence will be charged at replacement cost.

Some equipment will be delivered by the owner and will be subject to a delivery cost.

This cost will be agreed to before any equipment being released. Delivery cost is subject to your location and the equipment you hire.

### **Deposits**

- A non-refundable deposit of 25% is required to secure your booking (equipment) and the dates you require.
- If your event is less than two weeks before booking your equipment, then full payment will be required.
- No equipment will be released without full payment being made prior
- If there are any delays due to non-payment then the owners (Design by Ange) will not be held accountable.

Events Parties Weddings

## **Bond**

A \$100 bond/damage deposit will be included within your invoice, which will be refunded once all equipment has been returned and checked. Larger bonds will apply to equipment such as the photo booth, Lolly Cart. No bonds will be returned for equipment that has not been inspected

## **Payment and Deposits**

*Payments can be made:*

**Account Name:** Design By Ange

**Account Number:** 38-9022-0231003-00

**Reference:** Full Name

## **Changes to your booking**

Changes to your booking will be accepted up to thirty (30) days before your booking date. If your booking is canceled two (2) weeks before your booking dates full payment will still be required.

## **Cleaning and Care of equipment**

- All equipment is checked before being dispatched, picked up or delivered and once they are returned.
- Please notify the owner immediately if there is any damage to any equipment on arrival and we will do our best to replace the equipment/item.
- If for any reason any equipment is damaged or broken whilst out on hire, please notify the owner immediately. Please note that unless otherwise agreed the full replacement value of the equipment/item will be charged to you.
- Any equipment with stains/or damage that is unable to be removed or fixed may be subject to a full replacement charge/cost.

## **Packaging**

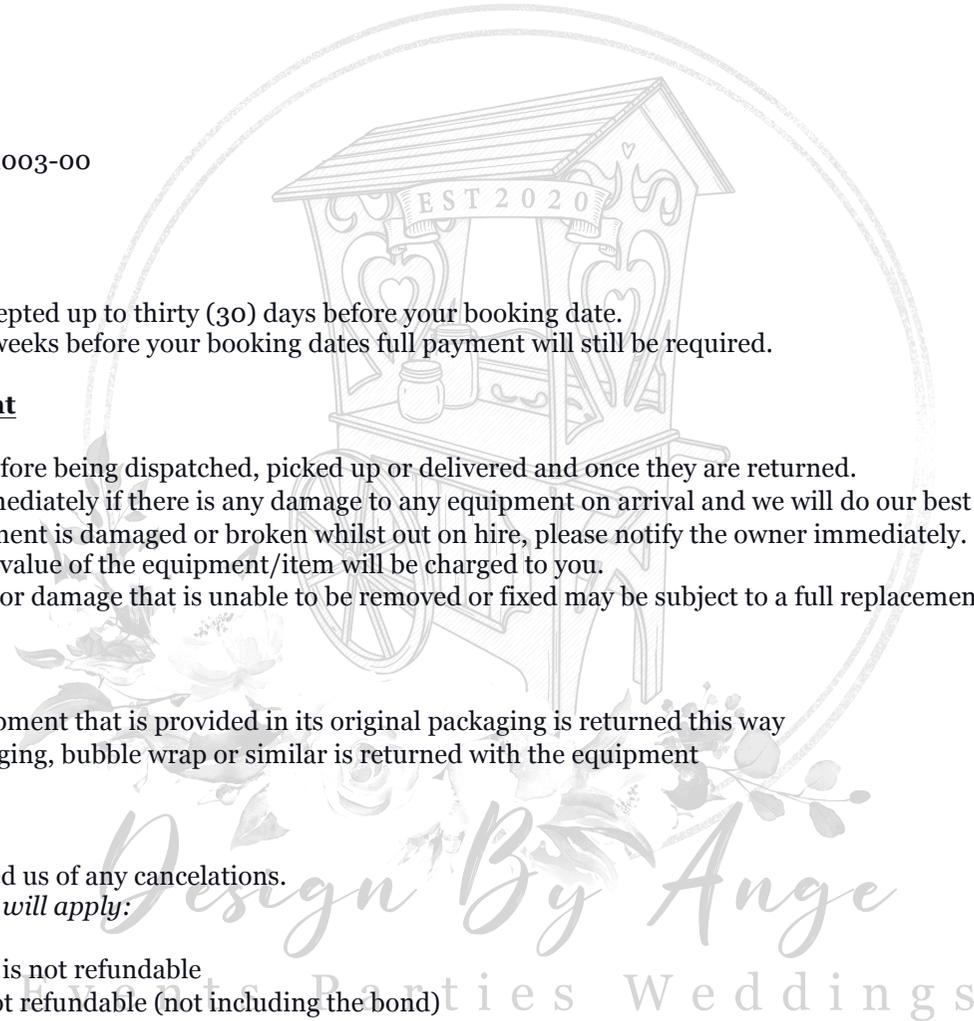
- Please ensure that any equipment that is provided in its original packaging is returned this way
- Please ensure any/all packaging, bubble wrap or similar is returned with the equipment

## **Cancellation policy**

Please ensure that you have informed us of any cancellations.

*The following cancellations charges will apply:*

- 21 days or less 25 % deposit is not refundable
- 14 days or less 100% of is not refundable (not including the bond)



## **Specialty equipment for hire**

### **Photobooth**

- No children to be operating the photo booth
- Set up/pack down will be done by the owner (Design by Ange)

### **Lolly Cart**

- Lolly Cart is not to have any liquid on it
- points are located on the cart for the hanging of bunting or flags
- nails or items that will damage the cart are to be placed onto the cart

### **Items that are subject to being set up and pack down by owner (Design by Ange)**

- Flower wall
- Mesh hoops with backdrops
- Lolly cart
- Photobooth
- Neon '21st' lighting

### **DIY set up**

- table and chairs
- Hoop's
- Cake plinths
- Children's table and chairs
- Grazing table props
- Flower balls
- Donut wall
- Children's peacock chair
- Adult peacock chair

### **Custom items**

- Custom loot bags
- Custom chocolate labels and stickers
- Custom acrylic signs



**OTHER NOTES:**

