

**Decorating Service
& Office Hours**

Mon to Thur 8.30-2.30

Visits by prebooked
appointment system,
for Adults only.

Afternoons, Fridays &
Saturdays are the busiest
decorating times hence there
will be nobody in the office.
(We'll all be out creating !)

(01834) 813573

**FLOATATIONS
BALLOONS**

Est.
1992



Bridal Favours

Even though office & shop hours are set. Pre-booked
collections can be any time suitable to both parties

E-Mail:-info@floatballoons.co.uk

www.floatballoons.co.uk

**Collection Studio
Favour Shop**

www.floatballoons.com

OPEN

Wed's & Thur's 10-3pm

Entry for over 10's only

Mon, Tue, Fri & Sat
Ring before departing.

GreenMeadow Studio
Bush Lane
Templebar Road
Broadmoor / Pentlepoir
SA68 0RB
(01834) 814466

CONTRACT for DECORATING SERVICE

By this contract between **Floatations Balloons**

and..... (hereinafter called "**The Client**") it is mutually agreed that
Floatations Balloons shall provide a service and or goods as specified in the schedule below and that
The client shall pay **Floatations Balloons** the amounts due for the said services and or goods.

SCHEDULE

Please delete, tick or complete where appropriate.

Décor service required on ? (day / date / year).....

Your address.....

E-Mail..... Postcode.....

Telephone No (Day).....(Evening).....(Mobile).....

Bride & Grooms Names.....

Type of function general party / wedding eve party / wedding reception? Time of wedding ceremony.....

Start time if an eve party?.....

Ceremony in the hotel? Yes / No

If you require us for a wedding evening party, will you be in this room during the day Yes / No

Venue name & address.....

Venue contact name & phone number.....

Will the venue be open? Yes / If no access times?.....& Key holder phone number.....

Please tick your initial requirements alterations must be acknowledged by Floatations.

Hold the date for us, if it's available, we will decide which package at our appointment.

If not available we understand you will return our deposit immediately.

Decorating package required ? Dream £130 Kensington A £110 Kensington B £120
Highgrove A £135 Highgrove B £150 BuckinghamPackage £165

Colour scheme.....

All packages include top & cake table draped ribbons with table sprinkles.

Are the balloons to be attached to flowers? YES

NO = We will use parcel weights . Gold or Silver

Car Pack @ £4 per set...White / Ivory / Other.....(how many?)...

Pew bows @ 65p or Medium Pom pom bow £1.25 Huge Pom Pom bow £1.75...

Buffet table drape £20 Favours made for you from £1 Ladies..... Mens.....

Extra table bouquets style A £6 per set (table bouquet) Quantities if known now =

Extra floor bouquets style B £8.50 per set (floor bouquet or large table bouquet) Quantities if known now =

Disposable Camera Pack...9 cameras with guest instruction cards (personalised Free).....£29.75

Which cameras would you like? Gold, Silver, Ivory with gold hearts, White with silver hearts

DECORATING SERVICE TERMS OF BUSINESS

It is mutually agreed that the following terms and conditions form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by Floatations Balloons in writing.

- (1) **Bookings.** Bookings are only deemed confirmed after a **CONTRACT for Decorating Service** is completed and signed by **The Client**, a **deposit of £50 (minimum)** has been cleared, and a **confirmation receipt** has been issued. *Note the purpose of a deposit is to secure decor services for a specific date and place and is therefore not returnable in the event of a cancellation or postponement, but it will be deducted from your total agreed package price.
- (2) **Payments.** Accepted by credit or debit card or cash, sorry no cheques.
- (3) **Final Balance.** Payment in full is required 3 weeks before function. **If you don't pay we don't go!**
- (4) **Special Items.** Printed / personalised or any special items only usable by you that we don't normally stock must be paid for in full when ordering. (They are of no use to any one else).
- (5) **10% re-stock charge.** If you order excessive amounts of expensive items that we normally retail and then change your mind leaving us stuck with them a goodwill 10% will be payable.
- (6) **Wedding Details.** It is **The Clients** responsibility to ensure **Floatations Balloons** are informed in writing if you change any crucial details. (Colours, **times**, venue, **** date**, extra guest tables etc..) If you change your colour scheme after we have packed it a reasonable charge to cover the wasted time and goods will be payable.
- (7) ****Change of date** (if your new one is available) £15 administration fee will be payable. If your new date is not available we will treat this as a cancellation.
- (8) **Cancellation** any time up to the last four weeks you just loose your deposit and have to pay for any special items. **Cancellation** in the last four weeks you will have to pay the whole bill 100%.
- (9) **Special Colours** made from more than one balloon will be subject to the 25p extra cost for each extra balloon used (the nearest single colours will also be offered). Special changes to packages fancy bows; metallic ribbons; extra balloons in balloons etc will be subject to the charge discussed and agreed by both parties at the appointment.
- (10) **Appointments.** Up to two hours are included in packages after this you will be advised you being charged £6 per hr.
- (11) **Mileage Charge.** There is a small mileage and extra time charge for venues further than 15 miles from Kilgetty.
- (12) **Force Majeure** Every possible effort will be made to fulfil all orders placed with **Floatations Balloons**, But **Floatations Balloons** will not be liable for any default or consequence thereof due to an Act of God, War, Strikes, Death or accident, Illness, Fire, Infectious, quarantinable or communicable diseases or causes beyond their control that they can do noting about. In these unlikely events **Floatations Balloons** will only be liable for the return of the sum paid.
- (13) **Complaints.** In the unlikely event that you have any complaints or issues to resolve, **The Client** must register them in writing (by recorded delivery if posted), with **Floatations Balloons** within four weeks of the function date.
- (14) **Completion of contract.** Our contract is complete when we finish your design and leave the venue at this point ownership of the décor service creations transfer to you, **The Client**,. **We advise you to purchase a floor standing bouquet with spare balloons in as back up.**
- (15) **Marquee's.** We require the minimum legal working temperature, good access and light.
- (16) **Potential Hazards. Warning! Toy safety standard considers** Children under 8 years can choke or suffocate on un-inflated balloons. Adult supervision is required. Discard broken balloons at once. Foil balloons should never be released outdoors, beware of electric power lines foil balloons can conduct electricity..For environmental reasons we choose to use natural latex balloons, they decompose as fast as an oak leaf; but you must be aware some people have latex allergies.
- (17) **After use, destroy, recycle & dispose of all items carefully, thank you.**

I have read, fully understand the TERMS of BUSINESS, and undertake to abide by the SCHEDULE and TERMS of AGREEMENT on this CONTRACT

Signed.....(The Client) Printed Name.....

I would like to pay a deposit* of £_____ (Minimum £50)

Ring me on.....for my card number.

Office

Confirmation receipt number..... In diary..... Yes / No