

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:

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:

Please list any Special Requirements:

**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. Please disclose any access restrictions before booking.

**Set up 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 charges incurred by our staff while at your event may be added to the overall cost. Your quote assumes that our vehicle can remain at your venue while your props are being delivered and set up. If your venue insists that an additional member of staff remain in the vehicle while we are setting up or that our vehicle is removed off site, then additional charges will apply.

**Fees:**

I understand that the balance of my prop hire is payable 14 days before the event. Payments are not accepted post events.

**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 card or 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.

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