

TERMS & CONDITIONS

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| These Terms & Conditions are made between Anthology Vintage Hire and the customer as detailed on the  |
| Invoice Booking Confirmation.

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| **1. Confirming Booking and Booking Fee** |  |  |  |  |  |
| To confirm a booking, the stated booking fee from your quote is required. An invoice will be sent with the amount and  |
| payment details, please pay this within 7 days. If payment is not made within 7 days then the date and items  |
| become available for bookings. If the booking is made less than 30 days before the event, then full payment is  |
| required upon booking.  |  |  |  |  |  |  |
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| **2. Final Payment** |  |  |  |  |  |  |
| Final payment is due 30 days before the event date. If payment is not made, then the booking could be cancelled  |
| without the booking fee refund. You may make small changes to your booking by adding items on as you go (providing availability), anything over £100 (or increments thereof) will require a 50% booking fee to be paid at the time of adding these on to secure these items for you.  |
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| **3. Damage or Repairs** |  |  |  |  |  |  |
| If any items are missing or damaged upon collection, the cost of repair / replacement will be invoiced directly to whom the  |
| booking was made under. This is to be paid within 14 days’ receipt of the invoice. The items are your responsibility for the  |
| duration of the hire period. If you would like a copy of the replacement costs for the items you have hired please let me know. |
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| **4. Rental Agreement & Information Sheet** |  |  |  |  |  |
| This will be sent to you via email and must be completed, signed and returned before the event date. The Rental  |
| Contract is our contract with you for the services provided by us. You are not permitted to sub-let our furniture out  |
| for any other events or to any other parties. If we are aware that you are gaining money from hiring our furniture  |
| out to another party, you will be invoiced separately for that hire. This invoice must be paid within 14 days. If we are  |
| made aware of our furniture being sub -let to any other parties before the booking date, the order could be cancelled,  |
| and no refund will be given. The furniture is to be used for it’s purpose, the furniture is your responsibility for the  |
| duration of the hire period. If any damage occurs to the furniture when not used for it’s intended purpose then an  |
| invoice will be issued as described in Section 3.  |  |  |  |  |  |
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| **5. Delivery & Collection** |  |  |  |  |  |  |
| Delivery & Collection details are required to be completed on the ‘Delivery & Collection Information Sheet'. We will do  |
| our best to accommodate your request, however these dates and times will not be confirmed until approx 2 weeks  |
| before the event date. If you have any Delivery & Collection date, time or access restrictions to the venue, you must  |
| make us aware before the booking is confirmed. If we do not confirm any specific details when the booking is made  |
| we cannot grantee we can accommodate your request. Delivery & Collection is to the ground floor only, unless  |
| previously arranged. Upon collection, the tables must be cleared of any crockery, cutlery, glassware etc. If clearing of  |
| the tables needs to be carried out by a member of our staff then an invoice will be sent to you. This invoice must be  |
| paid with 14 days of receipt. A premium charge will be added for Delivery & Collection within the same day / over a  |
| Bank Holiday / Out of Hours. You must ensure parking is available and no restrictions apply. Any toll or congestion  |
| charges will be included in your Delivery & Collection quote. When the items are delivered, you, or an assigned person  |
| will be asked to sign a 'Delivery Note', stating you have received all the items required, and are happy with their  |
| condition. If there is no one available, it will be assumed that everything has been delivered and in the correct  |
| condition. Additional charges will be made if our delivery driver(s) is delayed upon delivery or collection, and invoiced  |
| after the event, this must be paid within 14 days. We may contact your venue to arrange delivery and collection, or to  |
| ascertain your hire period at the venue. |  |  |  |  |  |
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| **6. Collect & Return in Person** |  |  |  |  |  |  |
| If you do not wish to incur a delivery and collection charge, you are more than welcome to collect and return  |
| yourselves from our warehouse in Tiptree, Essex. If you do not collect and return yourselves, then it is  |
| your responsibility to arrange a courier. The furniture is your responsibility once the furniture leaves our warehouse. We  |
| do not allow you to use couriers who will be returning the items to a depot. The items must be delivered directly to  |
| you once they have been collected from our warehouse. If any damage occurs during transit, you are responsible for  |
| this, and you will be charged via invoice to either repair or replace the item. We do not have Public  |
| Liability insurance at the warehouse therefore you or the courier come onto the property at their own risk.  |
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| **7. Cancelations / Change of Date** |  |  |  |  |  |  |
| You may cancel the booking within 7 days of making the booking. If your booking date is more than 30 days away, you will receive a full refund of your booking fee. If your booking date is less than 30 days away, a 20% cancellation charge will be deducted from your refund.  |
| If you cancel after 7 days of making your booking, no refund will be given. Minor amendments can be made up to 1 month before the  |
| event date, at no charge to yourself. We may cancel the booking at any time if you are in breach of any of the  |
| Terms & Conditions, and no refund will be given. If, due to unforeseen circumstance you need to change the date of |
| your wedding or event, we will do everything we can to accommodate your new date, with no charge. **8. Bookings less than 14 days away**If you are booking less than 14 days before your event (as of the date of signing your Booking Confirmation) a 10% late booking fee with be charged.  |
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| **9. Hire Period** |  |  |  |  |  |  |  |
| The hire period is for the date of the event. We try to allow you the furniture in time to set up, and clear away. Some  |
| venues only allow access for limited periods, therefore your hire period will reflect that. Your length of hire will also  |
| depend on our delivery schedule for that week. Therefore, it is important that you return your Rental Contract, and  |
| Delivery and Collection Information Sheet as soon as possible so you can have the furniture for the desired length of  |
| time. We always aim to allow the hire period to fit with yours and the venues needs. When the items are delivered,  |
| you are responsible for them. If any damage occurs or items go missing, this is your responsibility and will be charged  |
| as discussed in Section 3. The items remain the property of Anthology Vintage Hire throughout the hire period. We are |
| happy for the furniture to be outside during the hire period, however if there is bad weather or rain, we ask for the  |
| furniture to be fully under cover or taken inside.  |  |  |  |  |  |
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| **10. Unavailable Items** |  |  |  |  |  |  |
| Unfortunately, from time to time, we have items go missing, or are damaged beyond repair when they are hired out at  |
| events. This is quite rare, however sadly does happen. In the instance that this happens to an item that you have  |
| booked for a future event we will do our best to source a replacement item. Where this is not possible, we will let you  |
| know as soon as possible and either offer an alternative or give a full refund for the item |  |
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| **11. Governing Law** |  |  |  |  |  |  |
| These Terms and Conditions shall be governed by, and construed in accordance with, the laws of England and Wales.  |
| Any dispute, controversy, proceedings or claim between Us and you relating to these Terms and Conditions shall fall  |
| within the non-exclusive jurisdiction of the courts of England and Wales. |  |  |  |
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| **12. COVID-19** |  |  |  |  |  |  |  |
| We hope that by the time your event comes around this nasty pandemic will be over! However, in the event that you need to |
| postpone your event due to COVID-19, we will do everything we can to rearrange your date, free of charge. If we do not have |
| availability of the exact items you have hired we will hope to provide a similar alternative. If you do postpone, please pay the final |
| balance on the original due date, so 30 days before your original date. If you decide to cancel due to COVID-19 and the contract with us being frustrated, then any refund issued will be minus an admin fee. This will be individual to each booking. We ask you to consider the fact that we are a small business, and any refunds issues due to COVID has a massive impact on us as a business, and in our personal lives. So please seriously consider postponing. If you are unsure of a new date, any money paid can be used as credit against an event in the future (valid for 24 months). |
| **Any event you hold we expect you to be following any guidelines set out by the Government. If you contravene these guidelines we in no way liable for any repercussions by way of enforcement.**  |
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