**Mrs R Events**

**Booking Form**

|  |  |
| --- | --- |
| Name: | Contact Number:  |
|  |  |  |  |  |
| Email: |
|  |  |  |  |  |
| Invoice Address: |
|   |
| Post Code: |
|  |  |  |  |  |
| Venue Name: |
| Venue Address: |
|   |
| Post Code: |
|  |  |  |  |  |
| Venue Contact: |
| Phone Number: |
| Email: |
|  |  |  |  |  |
| Event Type: (wedding, birthday etc) | Event Date: |
| Mobile Disco:(tick) | PhotoSnaps: (tick) | Candy Cart: (tick) |  |  Uplights: (Tick) | Donut Wall(Tick) |
| Race Night: (tick) | Quiz Night: (tick) | Rock ‘n’ Roll Bingo (tick) |  | Fun Casino: (tick) | Other: (tick) |
| Start Time:  | End Time: (see terms & conditions for past midnight finishes)  |
| Setup Time: (most services require 45 minutes to an hour’s setup time) |

Payment Details:

We must receive your non-refundable Deposit of £50 together with a Booking Form within a 14 day period of the Booking Form being sent to you. Should you not reply within the 14 day period, we shall presume that the provisional booking is no longer required and the date shall be made available to others. The rest of the payment should be made seven days before the event. Payments accepted are Bank Transfer, Cash or Card Payment.

Top of Form

Card Payment  Cash  Bank Transfer 

**Lloyds Bank**

**Sort Code: 30-92-77**

**Account: 30267160**

Bottom of Form

**Additional Information** (about tailed packages or any other music requests, Music request can be confirmed nearer the time of the event)

I sign to say I agree to the enclosed terms and conditions

Signed: Date:

Printed:

Please email your completed booking form to info@mrsrevents.com

**TERMS & CONDITIONS**

**Bookings**

We must receive your non-refundable Deposit of £50 within the 14 day period. Should you not reply within the 14 day period, we shall presume that the provisional booking is no longer required and the date shall be made available to others. The rest of the payment should be made at least 7 days before the event unless otherwise arranged.

**Payments**

Payments accepted are Cash, PayPal, Bank Transfer or Card Payment. Card Payments need to be made via a phone call, please do not send any card details via email or text message.

**Hours**

Our normal operating hours are until Midnight. However, we are able to offer customers an extension beyond Midnight until 2am upon request and at an additional charge which is subject to confirmation from the venue. The hours required should be stipulated at time of booking.

**Cancellations**

Should you want to cancel for any reason then please contact us as soon as possible and we will do our best to try and work with you to arrange an alternate date if possible.  All cancellations must be in writing. Bookings cancelled with 7 days or less notice will be required to pay the full outstanding balance. Cancellations made within 7 days or less will require a 80% payment of the outstanding fee.

The company reserves the right to cancel any booking, if, in the opinion of the company, the booking may damage the reputation of the company. The client will be paid a full refund of any monies paid, but the company accepts no other liability.

**Privacy Statement**

We will collect personal data only if it is directly provided to us by you e.g. your e-mail address, name, home or work address and telephone number, and therefore has been provided by you with your consent in regard to making an enquiry or booking with us. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. This data is only accessible and viewable on company owned devices. The personal data is stored on Apples iCloud which require 2 way authentication for access.

We may disclose your information to regulatory bodies to enable us to comply with the law and to assist fraud protection and minimise credit risk.

Where you have consented for us to do so, we may provide your data to selected third parties who may contact you about their goods or services that you may be interested in for your booking for enquiry.

Often, we take photographic and video footage at our events to use for our advertising and for our and clients and their guests to view on our social media pages. We will always ask our client if this is allowed. With our PhotoSnaps we will ask all participants if they accept the use of the photo on our

social media pages. If a client or guest has given us consent to use their data or image for a particular purpose they can revoke or vary that consent at any time by emailing steven@mrsrevents.com and a response will be actioned.

All copies of photographic and video footage will be deleted from our servers, equipment and backup drives after a 30 day period unless otherwise requested.

**Liability**

Mrs R Events accepts no liability for any injuries or damage to any persons or property arising from any services provided by Mrs R Events. Mrs R Events will always use their best endeavors to attend the event however should the supper be prevented from doing so for any reason outside their control (including sickness, mechanical breakdown, equipment failure or weather conditions then Mrs R Events shall not incur any liability for nonappearance although every reasonable safeguard is assured.

**Loss Damage – Candy Cart, Donut Wall & Fun Casino**

Missing items or damaged items or glassware will be charged at the full replacement value, we will not accept any substitute replacements. We expect items to be returned in the same condition as when they were provided. Any items we deem as unreasonably damaged will be charged at the full replacement value, including our candy Cart, Dounut Wall or Casino Tables. We expect our hire items to be returned dirty and with potential marks and non-permanent stains, what we deem as unreasonable damage is any items that are no longer fit for hire, due to non-repairable damage and permanent marks/stains. Any damage to Fun Casino equipment is those of the client. Drink or food spillages will incur a change for any cleaning or replacement costs.

**Customer Liability – Candy Cart & Donut Wall**

Mrs R Events cannot be deemed liable should any guests at your function take an allergic reaction to any sweets/cakes/biscuits or Donuts provided at your event. Should any of your guests have a nut allergy or similar please notify us and we will try our very best to provide an alternative for such guests. If an alternative cannot be provided it is the customer’s responsibility to notify their guests. Children should be supervised at all times as Mrs R Events cannot be held responsible if a child chokes on any of the items provided at the event.

**COVID19**

Events will not go ahead without a full risk assessment for covid19 being completed and a copy of the venues risk assessment being received. We shall not operate in any manner we see as not following the regional covid guidelines that are in place at the time of the event. Should a nation restriction or lockdown be put in place before an event commences, we will work with the customer to try and rearrange another date.

**Further Terms**

The company reserves the right to close down a function if the company is, put in a dangerous, inappropriate situation or brought into disrepute towards any of its staff or equipment. Abuse by guests or visitors attending any function will not be tolerated and could result in your event being shut down.