

Please print out and return this form together with a cheque, **made payable to Jean Dalglish**, to:
Jean Dalglish, By Arrangement, 37 Market Place, Thirsk, North Yorkshire YO7 1HA

Event/Function Place		Date of Event/Function		
Equipment Ref	Description	Hire Charge per item per week	Quantity	Total
BA11/3G	Candelabra Table Decoration, 91cm [3'] antique gold	£10.00	(max 30)	£
BAS58	Crystal Drop Candlestick Ring (4 required for each)	£1.00	(max 60)	£
BAS58.1	Long Crystal Drops, 20cm [8"] long (1 box required for each)	£1 (box of 4)	(max 30 boxes)	£
<input type="checkbox"/>	(Please tick if required) 'Guidelines for Flowering-up Candelabra'	Free	1	£ 0

Equipment Hire Charge

Returnable deposit to cover cleaning & refurbishment

Sub-total

add 25%

£
£
£

Consumables Ref	Description	Unit Cost	
BAC111	Chapel Candles 300/22mm ivory (5 needed per piece)	£0.60	£

Total to pay

£

 I accept the *Terms & Conditions*
(see attached – please retain for your own future reference)

 I enclose a cheque
Signed**Date****Name (BLOCK LETTERS)****Address****Postcode****Telephone (Home/Work/Mobile):****Email**

Ordering

Please first contact us to discuss your requirements and confirm availability at:

By Arrangement, 37 Market Place, Thirsk, North Yorkshire, YO7 1HA

Tel/Fax: 01845 524300 – Mobile: 077900 98635 – jean@by-arrangement.co.uk – www.by-arrangement.co.uk

We shall then ask you to download and print the **Hire Order** or FastTrack '**Candelabra Only**' **Hire Order** and return it, duly completed and signed, together with a cheque, to secure your order'

Availability/Collection/Delivery

A wide [range of equipment](#), some of which has been designed and made to our specification, is available for hire in principle throughout the country, if you are prepared to arrange suitable private transportation to collect it from and deliver it back to Thirsk – Please note that the *Candelabra (BA11/3G)* can be boxed up and sent via carrier, if necessary (see [Refurbishment & Boxing-up](#) instructions). Many customers arrange collection/return delivery privately, but sometimes you may need to engage commercial couriers. Dates are arranged as mutually convenient within the specified time scale

Basis of Hire Charges

Rates for Equipment are:

- *per item*
- *for a nominal 8-day period, e.g. Monday to Monday inclusive for a weekend event, but allowing for flexibility within that period. Please ask if you have different requirements*

They **do not** include:

- *consumables – but see [Consumables](#)*
- *our general design services – but see our [Complete Service](#)*
- *delivery/collection – these are your responsibility*

They **do** include:

- *our free guidelines for flowering up (just ask), if you order our *Candelabra**

What you pay

At least six weeks before the event you pay by cheque, made out to 'Jean Dalglish', the full agreed hire charges and cost of any consumables ordered, plus 25% of the hire charges only as a deposit to cover cleaning and refurbishment (see below). This deposit is fully returnable, in so far as you complete this work yourself to our instructions before returning the equipment. You must pay the final amount of any outstanding charges in full within 30 days of receipt of the final invoice

Cancellation

If you cancel the order or any part of it before the event, the amount you must pay in respect of the cancelled items is a proportion of the full hire charges according to when you cancel, as follows:

- *more than six weeks before: you pay nothing – we return in full whatever you may have paid in advance*
- *between six and five weeks before: you pay 50%*
- *between five and four weeks before: you pay 75%*
- *between four and three weeks before: you pay 90%*
- *later than three weeks before the event: you pay the full amount of all the agreed Hire Charges*

Cleaning & Refurbishment

Before our hire equipment can go out again to another customer it must all be carefully cleaned and refurbished. You pay a deposit in advance of 25% of the hire charges to cover this work, but, in so far as you carry it out yourself before returning the equipment in accordance with the instructions we supply to you automatically (see [Refurbishment & Boxing-up](#) instructions), the deposit is returnable

Loss, Breakage and other Damage

All losses, breakages and other damages must be paid for in full

Final Payment/Refund

Immediately after the return of the Hire Equipment we send you a final account and this is accompanied by our cheque for any amount owing to you after everything has been accounted for. The balance of payment for any outstanding charges due must be made in full within 30 days of receipt of the final invoice