

### **Light Box Terms and Conditions**

- Permission should be sought by you the client from the venue as to the suitability of hired item(s). Most venues will require to see Insurance documents, and these are available upon request.
- We will deliver the hired items and set up at the time specified by your Venue and inform you of these arrangements. The hired items are the responsibility of the Client from set-up time until collection.
- Hired items must not be moved from the area where it has been set up without prior approval from May Violet Events. This is due to Health and Safety issues and to ensure that no damage is caused to yourself, your guests or items.
- A Damage Bond of £100.00 is payable in advanced for each event:
  - No damages, full £100.00 returned.
  - Some damages, cost will be calculated and if less than £100.00, remainder will be returned.
  - Damages costing more than £100.00 an invoice will be sent which should be paid within 30 days otherwise legal action could be sought.
- A confirmation email will be sent after collection of all items to confirm if there was any damage.
- If you wish to make any changes to your booking then these must be put in writing by either post or email to [hannah@mayvioletevents.co.uk](mailto:hannah@mayvioletevents.co.uk). We will make every attempt to meet your requirements where possible but with no guarantee or liability on our part to meet any more than the original order requested.
- Cancellation of hired items must be in writing either by post or email to [hannah@mayvioletevents.co.uk](mailto:hannah@mayvioletevents.co.uk).
- Cancellation costs are:
  - 6 Weeks and Over: Deposit Only
  - 6 to 4 Weeks: 50% of Order (Includes Deposit)
  - 4 Weeks and Under: Full Payment
- In no circumstances shall our liability to you exceed the value of the contract. May Violet Events shall not be liable in respect of damages/injury/loss or any other damage incurred in respect of any default or damage to item(s) the Client shall satisfy themselves of the suitability/condition/placement of the hired item(s) upon receipt.
- May Violet Events would like to place our Business Cards in a discreet place at your event. If you would prefer that we did not do this please inform us in advance of your event.
- May Violet Events reserve the right to take photographs of hired items and use them for marketing purposes. Any photographs we use will not be published until after your event.
- The Light Box should not be moved once it has been set-up unless prior agreement is made with May Violet Events.
- The Light Box is for decorative effect only and should not to be touched or climbed on and is for Indoor use only.
- The Light Box should be within 10 metres of a power source.

**Client**

Signed:

Print Name:

Date:

**May Violet Events**

Signed:

Print Name:

Date: