

SAWD Event Decor / SA Wedding Decor
STANDARD TERMS & CONDITIONS

(To be completed, signed and sent through with ID copy and proof of residence on confirmation. For corporate bookings please include company registration documents)

1. CONFIRMATION

- a. The products and services included in this proposal can only be reserved on our receipt of a signed quote and payment of a deposit.

2. GOODS ON HIRE

- a. All props, equipment and décor are the property of SAWD Event Decor / SA Wedding Decor and they may not be kept or sold.
- b. The prices quoted are for rental purposes unless clearly indicated "sale" and this includes candles, candle holders, vases and packaging.

3. SUBSTITUTION

- a. Market conditions may require that SAWD Event Decor / SA Wedding Decor make substitutions to ensure the highest quality possible of equal value within the price quoted.

4. FINAL CONFIRMATION

- a. We require confirmation on final numbers 30 days prior to the function. Our final preparation will be based on this quantity.
- b. No reduction in numbers will be accepted less than 30 days prior to the function.
- c. SAWD Event Decor / SA Wedding Decor will try to accommodate any increases within 30 days to the best of their ability.

5. PAYMENT

- a. A 50% non-refundable deposit is required on confirmation.
- b. The balance of payment is required 30 days prior to the event and will be invoiced based on final numbers 30 working days prior to function.
- c. Bank details: SA Wedding Décor, FNB Current Account, Broadacres, 62178734557

6. CANCELLATION

- a. Cancellations must be received in writing. The following charges apply:
After confirmation a 50% cancellation fee will apply
0-30 days prior to event 100% cancellation fee will apply.

7. MEAL AND ACCOMMODATION REQUIREMENTS – AT CLIENTS EXPENSE

- a. On full day setups one meal and soft drink must be provided for each crew member by the client. This will apply for the breakdown as well.
- b. On events where the crew will be working longer than 8 hours then 2 meals with drinks are to be provided by the client for each crew member.
- c. On events where crew will be required to overnight then three meals and drinks are to be provided.
- d. When it is a requirement that the crew overnight then all accommodation is to be provided and paid for by the client. Management will require single accommodation and the rest of the crew will require twin accommodation.
- e. If for any reason this cannot be provided, then please alert your sales consultant so that the cost of accommodation and/or meals can be added to your invoice.

8. HOLDING DEPOSIT

- a. A holding deposit - charged at a minimum of R1000 (or up to 15% of the value of your order), will be added to the final invoice, and is payable 30 days prior to the event. Please refer to your quotation for the deposit that will be charged.
- b. This deposit will be used towards losses and damages.

- c. If the losses charge is greater than the holding deposit then the client will be liable to pay the losses over and above the holding deposit.
- d. The holding deposit will be refunded within 14 days of the event if no damages or losses have been incurred.

9. PAYMENTS OF LOSSES

- a. Any shortages or damages to décor are for the client's account.
- b. All damages and losses must be paid within a period of 15 days after invoice.
- c. Payment for damages will be deducted from the holding deposit.
- d. Additional monies due are to be paid within 15 days.
- e. It is the client's responsibility to request the cost of replacement charges in advance if this is required.
- f. Once SAWD Event Decor / SA Wedding Decor has completed delivery or setup, the client (or client's representative) is to check all decor for any damages / shortages. All shortages / damages discovered after the event will for the client's expense. Alternatively, if you are collecting from our premises you are required to count and check all items before removing them from our property. If you are not willing to check the items, then we cannot entertain any damage claim once you have transported the goods.
- g. No damage claims by the client will be entertained once we have left the event after delivery/setup, or once you have transported the goods (whichever is applicable for your order).

10. RESPONSIBILITY OF CLIENT

- a. All equipment will be the responsibility of the client from the time that you collect from us (if hiring without delivery) or once the function set-up is completed by us (whichever is applicable), until the time that the goods are returned to or collected by us.
- b. It is the responsibility of the client to check the goods and advise us in writing if there are any damages before the event commences, (if we setup) or before you depart our premises (if décor is collected by you).
- c. No claims will be accepted after we have set up the function OR after you collect from us.
- d. It is the client's responsibility to provide enough on-site security before, during and after the event to avoid any losses.
- e. It is the client's responsibility to arrange a backup venue for outdoor events. Any events that cannot go ahead due to weather conditions are payable in full.
- f. Wax (especially colored wax), colored streamers, incense, sparklers and paper confetti can also permanently damage linen and you are therefore urged to refrain from using such items.
- g. Wet linen can create mold. Dry cleaning costs will be charged to try remove mold. If unsuccessful then the cost or replacement will be charged.

11. SPECIAL NOTE ON CLEANING AND CARE

- a. All cutlery hired from us is to be handled with extreme care. Please ensure that your representative oversee the handling of the cutlery by the waiters when clearing. Please wash the cutlery with a soft cloth, warm water and sunlight soap. Dry with a dishtowel. Do not handle roughly and do NOT make use of a dishwasher, abrasives or any other detergents/ chemicals.
- b. Base plates may not be used as dinner plates. Should you return base plates that have been used to eat on then the plates may be considered damaged by us.
- c. Any other items that have been used for eating and drinking or has food on it should be rinsed with water and soap only, to avoid additional cleaning fees.
- d. Linen must not be returned wet as linen can mold easily and any items with mold will be charged as damaged.
- e. Any spoil or wax on sequin fabric is considered damaged.
- f. Please ensure the wax is not spilled on linen and that candles are cool before stripping tables after the event.

- g. Any spoil or wax on high gloss tables and designer tables may be considered damaged.
- h. Any liquid on furniture, wooden tables and other wooden items may be considered damage, even if the damage is not visible at first, as swelling and damage to the item is not always immediately visible.
- i. Linen with reasonable marks need NOT be washed before return.
- j. Stock is to be returned with all original packaging. You will either be charged for missing packaging, or Items may be rejected if packaging is not returned to us.

12. INDEMNITY

- a. SAWD Event Decor / SA Wedding Decor will not be held responsible for any losses, injuries or deaths that occur before, during or after an event.

13. AUTHORITY AND ACCEPTANCE

- a. The parties whose signatures are affixed below agree to accept the terms and conditions stated with this agreement and warrant that the undersigned person/s is/are the authorized and appointed agents.
- b. A copy of the client's identification document and company registration papers will be required on confirmation of order. Proof of address is also to be provided.

14. GENERAL

- c. The law governing the contract shall be the law of the Republic of South Africa.

15. SOLE AGREEMENT

- d. The contract constitutes the sole agreement between the parties for the performance of the services and no representation not contained herein shall be of any force and effect unless reduced to writing and signed by both parties.

Please complete and return the following page, as well as these terms initialed on every page.

I, _____, have read and understood the terms and conditions above.

Client (company) full name	
Client (natural person) full names	
ID number	
Company registration number if applicable	
VAT number	
Telephone number	
Email address	
Physical address	
Event date	
Contact person and mobile contact number	
Event venue	
Delivery date (provide time if this needs to be noted)	
Collection date (provide time if this needs to be noted)	
Authorized signature of client	
Client name	
Date of signature	
SAWD Event Decor / SA Wedding Decor authorized signature	
SAWD Event Decor / SA Wedding Decor– name	
Date of signature	
Client banking details (for ease of refund) Alternatively, this can be emailed to amanda@saweddingdecor.co.za	

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