



# Glassware Rental

## Booking Form

Name / Address / Postcode / Tel No.

Method of payment and amount

Venue Address

Date of booking

Date of function / Start time of function

Print name

Signature

### Terms of business;

A 25% deposit is required, together with the completed booking form to obtain confirmation of your booking. An invoice requesting balance of payment will be forwarded 30 days prior to the function date. The full balance must be received no later than 21 days before the event. The CCP reserve the right to cancel any booking if payments are made after the deadline. Bookings made within 21 day windows, will be required to pay the balance in full. (No catering or additional services such as marquee, steel band, cutlery & crockery hire will be supplied without the balance of payment paid.) Any changes to the agreed menu, services or amount of covers after a deposit has been paid, may be subject to a new quotation. Cancellations will only be accepted in writing. Cancellations made less than eight weeks prior to the function date will result in a lost deposit.

Tel: 01825 713568 Fax: 01825 713568 [info@glasswarerental.co.uk](mailto:info@glasswarerental.co.uk)

Glassware Rental, Woodbury House, Horney Common, East Sussex, TN22 3EE, United Kingdom