

Terms and Conditions

Hire Periods

Ceremony equipment hire is for a maximum 1.5 hours unless other arrangements have been made with Ceremony Secretz staff prior to your wedding date. We aim to have your wedding decorations set up at least 30 minutes prior to the time in which you have nominated as your ceremony start time (your booking time slot at your location may affect this). The items will remain set until one hour from the time the ceremony is nominated as starting. After this time Ceremony Secretz staff will begin to remove products. If you are planning to be late for your wedding please discuss this with Ceremony Secretz staff prior to your wedding date so arrangements can be made and additional fees paid up front. This is vital as your booking time may affect our ability to pack in time for the next Ceremony, or for us to move on to other events. If you tell us your ceremony is at 3:00 pm but tell your guests it is 3:30 pm, the nominated ceremony time is 3:00pm and our pack up time is 4:00pm, so please be as precise as possible so that we may have your event set up on time and pack up within the nominated time.

Reception equipment hire is for a maximum of 24 hours only and are to be returned to Ceremony Secretz unless arrangements have been made, or pick up is included in the agreement. Should a Hirer require longer than 24 hours to return the items, they are to ring Ceremony Secretz to arrange this. Failure to do so will result in additional charges.

Deposits

In order to secure a booking for decorations supplied by Ceremony Secretz, a 25% deposit of the total cost is required or minimum \$100 deposit – whichever is the greater. This deposit can be made in cash, bank deposit, cheque or money order. This deposit is non refundable. A receipt is issued to the Hirer for their records.

If wedding is due to take place between 2 and 3 months of booking date, a 50% deposit is required.

If wedding is due to take place with less than two months before the wedding date, 100% of the total cost of goods and services to be provided is required.

Payments

The balance of total cost of products to be hired is due a minimum of three weeks before the requested date of hire. This includes and outstanding payments and bonds. Ceremony Secretz clients are encouraged to make regular payments on accounts. Ceremony Secretz is not obligated to deliver possession of the equipment until funds tendered for payment of the goods are cleared.

Bond

A bond applies to hire of certain products at Ceremony Secretz. Wishing wells and treasure chests attract a \$50 deposit. Champagne glasses are insured with a sum of 50% of the hire cost. Topiary trees attract a \$40 bond when being used at reception venues. All centrepieces attract a bond. The amount to cover the costs on these centrepieces should be discussed with staff upon booking centrepieces. Bonds are refunded upon return of products in the condition they are not in a damaged condition. Damage will be assessed by Ceremony Secretz and the difference refunded to the Hirer. It is the responsibility of the Hirer if guests at their function destroy property belonging to Ceremony Secretz. It is the Hirer's responsibility to ensure the item is paid for.

Surcharges

Weddings held on Sundays will attract an additional 50% surcharge on cost of delivery, set up and removal of products. Weddings held on public holidays or traditional Christian and Australian celebratory days attract a 70% additional surcharge on cost of delivery, set up and removal. These include occasions on which the celebratory day falls on a weekend, e.g. If New Years Day falls on a Saturday, both the Saturday and the Monday public holiday will be charged at the 70% surcharge. Additional fees may apply to certain reception venues.

Exclusion of Liability

Ceremony Secretz shall not be liable to the Hirer or Hirer's associates for any damages, suits, actions, claims and demands of every description whatsoever and howsoever arising either directly or indirectly from misuse of products where Ceremony Secretz did not solely erect items, or where items have been tampered with by people outside of Ceremony Secretz once Ceremony Secretz have supplied the item. By signing this document you understand that items listed under "Hire" on our web page are to be returned in full to Ceremony Secretz.

Cancellations

Any cancellation by the Hirer will be based on the following:

- * Any cancellation once deposit has been paid will result in loss of deposit
- * Any cancellation made within three weeks of the hire date will result in loss of all payments made by the date cancellation is lodged. If a Hirer requires their date of function to be changed, this can occur without financial penalty providing the Hirer gives notice of more than six weeks to Ceremony Secretz, and providing the date requested is available for hire of Ceremony Secretz products.

Refunds

Refunds will only be made at the discretion of Ceremony Secretz which will be absolute.

Entering Premises

The Hirer grants irrevocable permission for Ceremony Secretz to enter upon any premises or property where the equipment is stored to recover the same. Where pick-up by Ceremony Secretz is agreed, equipment shall be stacked in an accessible position for pick-up and easy loading.

Consequential Costs

It is agreed by the Hirer that Ceremony Secretz will not accept any consequential costs or damages arising from bad weather. The Hirer shall take precautions to ensure alternative arrangements are made in such a situation.

Deliver Address

Goods are not to be shifted from the address nominated without consent of Ceremony Secretz.

Price Lists

Any price lists published by Ceremony Secretz may be changed without notice. If your booking has been confirmed by deposit prior to change, then your booking is deemed secure under the initial quoted price.

Instructions from Hirer

The Hirer must provide Ceremony Secretz with clear delivery, installation and pick up instructions at least seven days prior to the commencement of the Hire Period.

Changes to hire items

A Hirer wishing to make amendments to their account in terms of items to be hired must do so a minimum of three weeks prior to the date of hire. Changes made after this time may incur additional fees

All products supplied by Ceremony Secretz have been cleared and deemed as safe to use. All items erected or positioned by Ceremony Secretz are done so in a safe manner as to avoid injury or harm to patrons. Harm caused by misuse of products is not a liability of Ceremony Secretz and by signing below, you agree to the terms and conditions above mentioned.

By signing below you agree to all terms and conditions outlined above.

Hirer Name: _____

Hirer Signature: _____

Date: _____

Ceremony Secretz: _____

Date: _____