



BOOKING FORM

HIRE AGREEMENT Including TERMS and CONDITIONS of HIRE

Booking & Cancellation

1. Only a provisional booking can be made by telephone or email.
2. A 50% non-refundable deposit is required to secure the booking.
3. All bookings will be confirmed in writing upon receipt of a signed Booking Form, signed hire agreement and cleared deposit.
4. The balance is payable in cash 24 hours before the event or via BACS transfer, prior to setup. We cannot refund any monies if the party size decreases
5. On delivery of the requested items, you will be required to sign a Delivery & Set Up Acceptance Form to confirm receipt.
6. In the event of your cancellation, the deposit is forfeited - it is non-refundable.
However, if more than 14 days' notice is given the deposit can be transferred to re-book on another day subject to availability.
7. Any changes to the booking must be received in writing and agreed by Little-Masters Kids Event Company prior to the event.
8. All prices are subject to change at any time (excluding confirmed bookings).
9. If Little-Masters Kids Event Company cancels the booking (excludes reasons beyond our control), full monies will be refunded.
10. The equipment needs to be laid on a hard standing, smooth, flooring.
11. The standard/silver/gold/bespoke package prices include play hire for up to 1, 1.5, 2 hours with 1 hour either side for setup/clearance.
Additional play hours can be purchased or upgraded to the premium packages. Your time of hire is included in your invoice.

Delivery and Setup

1. It is the Hirer' s responsibility to check the site measurements for the required package, and also to ensure that there will be adequate space surrounding the play equipment.

If sufficient space is not available at the venue site for the package ordered, we reserve the right to remove certain items, at our discretion, for health and safety reasons. However, you will still be charged for them.

2. Please allow up to 1 hour before the event for Little-Masters Kids Event Company to deliver and setup the equipment, and also 1 hour after the event for them to take down and remove the equipment.
3. It is the responsibility of the Hirer to ensure easy access to the venue for unloading and loading of equipment. Any restrictions (e.g. lack of parking, stairs, and congestion zone) must be reported to Little-Masters Kids Event Company prior to the event. Failure to do so may result in an additional fee being payable by the Hirer.
4. The packages include free setup and delivery to venues within 10 miles of Enfield Town. Venues beyond 10 miles of Enfield Town may incur a delivery fee. Please contact us for details.
5. We will endeavour to arrive and setup on time, but Little-Masters Kids Event Company will not be held responsible for delay incurred due to circumstances beyond our control (e.g. traffic problems, bad weather). Little-Masters Kids Event Company will communicate any delays at its earliest convenience.
6. Little-Masters Kids Event Company will setup the equipment taking into account full safety of the children, and therefore the equipment must not be moved off of the play area. We will not accept any responsibility for accidents, injury or damage during the period of hire.
7. A returnable deposit of £50 in cash for loss, damage or soiling of equipment will be required on the day of Hire and will be returned at the end after the equipment has been checked by Little-Masters Kids Event Company and all is in order. If damage or loss has occurred the loss or damage deposit will be retained. Quotes will be sourced for replacement or mending and any extra costs will be charged to the Hirer.

Health & Safety

It is the responsibility of the person who is hiring the play package to ensure that all possible steps are taken to avoid injury or damage. Please ensure that the following Safety Instructions are followed:

1. The play equipment has a minimum age limit of 20 months and must be a confident walker. Please ensure no one under this age uses the Play equipment.
2. Any under 5 year olds at the party, the hirer must sign "Under 5s disclaimer waiver"
3. Please ensure that the play equipment is kept in a clean condition
4. No food or drinks or chewing gum to be allowed on or near the play equipment, this will avoid choking and mess (please note if the equipment is collected in a dirty condition then the person hiring it will incur a cleaning charge).
5. A responsible Adult (over 18 years old) must supervise the Play activity at all times.
6. Little-Masters Kids Event Company do not supervise the event.
7. Little-Masters Kids Event Company accepts no liability for any accidents or injuries that may occur whilst the equipment is on hire.
8. Always ensure that the party size is no more than 35 children.
9. Children must not push, collide, fight or behave in a manner likely to injure or cause distress to others.
10. Any long hair to be tied up.
10. The Hirer will be responsible for any loss of equipment during the Hire Period and will be charged accordingly.
11. If the Hirer is not satisfied with the set-up of the equipment, they must state at the time of set up before signing the Delivery & Set Up Acceptance Form.
12. Little-Masters Kids Event Company are covered by Public Liability Insurance, and a copy of this is available on request.

DISCLAIMER

Please note that all persons using the play equipment do so at their own risk.

The person/organisation hiring the equipment will be responsible/liable for any damage or injury occurring from or as a result of misuse or reckless use.

These guidelines are for the safety of all people using this equipment, and it is the sole responsibility of the hirer to ensure they are fully adhered to at all times.

Our company cannot accept any responsibility for any injury caused to anyone using this equipment.

I have read the above agreement and fully understand and accept the conditions as above.

I am aware that whilst in my care, I am fully responsible for the equipment and will pay for any loss or damage that may occur, this will include the equipment being returned in an unacceptable condition. i.e. damaged or dirty condition, I will be expected to pay an additional charge.

Event DATE

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Event ADDRESS

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Signature

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Parent / Guardian

Print Name

.....

Parent

/ Guardian

Your Address

.....

Guardian

Parent /