



## **Vintage Party Terms and Conditions**

These terms and conditions apply to [www.theurbanbakery.co.uk](http://www.theurbanbakery.co.uk) and [www.myvintageparty.co.uk](http://www.myvintageparty.co.uk) only. By visiting these websites or placing an order for the 'vintage tea party' package, you agree to the following terms and conditions.

### **Ordering**

As all the items in our menu are baked/made to order, we usually require a few days notice to prepare your order ready for dispatch. If you are ordering for over 80, we would require at least one weeks notice. If you are ordering for over 120, we would require at least two weeks notice.

Minimum booking is for 10 persons.

### **Crockery Hire**

The hire period for the vintage crockery will be 1- 4 days. Any extension to the hire period must be agreed by myvintageparty and the customer will be charged extra at a pro rata rate. Please ask for a quotation for longer periods of hire.

myvintageparty agrees to hire the goods to the customer for the period of hire stated in the contract. The goods shall at all times remain the property of myvintageparty. The customer is solely accountable for the goods during the period of hire, from the time the goods are delivered to them by myvintageparty or the urban bakery, until the goods are collected and accepted back into the possession of myvintageparty.

### **Set up and Styling**

If you require us to set up and style your vintage party, this will be an additional charge. This cost for this will be dependent on your requirements and number of guests. If you require us to staff your party, again, this will be quoted on a per job basis.

### **Delivery and Collection**

myvintageparty and the urban bakery currently serve Warwickshire and the surrounding counties. If you are further away, please still contact us as we may be able to help you.

We will deliver direct to you/your venue. Mileage is charged at 0.40p per mile from our HQ.

When the crockery is delivered to the customer, the customer shall inspect the goods and sign myvintageparty's delivery note. In the event of any shortage or damage, the customer shall note this on the delivery note at the time of collection or delivery. If the customer fails to do this, the goods will be deemed to have been collected/delivered in a clean and undamaged condition.

### **Wash Up Service**

All goods supplied by myvintageparty are clean and ready to use. You have two options, put your feet up and relax and let us do the washing up, or if you have washing up facilities, you may do this yourself. Please note that crockery must be washed by hand and cannot be put in a dishwasher or any other commercial machine. The wash up service is available on request at 15% of the total hire charge. If you decide to put your feet up, all excess food should be carefully scraped away from china and all cutlery rinsed. Should this not be done we reserve the right to make a surcharge for additional cleaning.

### **Terms of Payment**

A non-refundable deposit of 50% of the total charge will be required to secure your order at the point of booking. The remainder balance must be must be paid 21 days prior to your event.

It is possible to pay by bank transfer, cheque or cash. Cheques will require a 7 day clearing period. If orders are placed with less than 7 days notice, cash or bank transfers will only be accepted.

Additionally, a £150 refundable damage deposit will also be required when paying the balance and will be returned once your hire order has been returned and checked for any damage or loss of items. Shortages and or damage to the hired goods will be charged at the prices below and deducted accordingly from the damage deposit.

£7.00 per china items (cups, saucers & tea plates etc), £25.00 per cake stand (glass or china), £25.00 per china tea pot or coffee pot, £7.00 per silver or silver plated item. Please ask for replacement costs for other items.

### **Cancellation**

If the customer wishes to cancel the order, this must be notified in writing. The customer will lose their 50% hire charge deposit. If the customer cancels once they have paid their remainder balance, i.e. within the last 21 days, we cannot refund this. However, your £150 refundable damage deposit will be returned within 7 days.

**Liability**

Please note: Crockery supplied by myvintageparty is old and delicate. myvintageparty shall not be responsible for any injury or damage to persons or property arising from the goods unless this can be shown to have occurred as a result of the negligence of myvintageparty.

Please also note that food items are **NOT** made in a nut free environment.

**Prior Appointment**

All our crockery is mix and match, therefore we cannot guarantee specific colours or sizes. If you would like to arrange a visit to view the crockery and select specific items, this can be arranged by prior appointment. This service will be charged at a flat rate of £45.00, as our collection is extensive.

**Print Name:**.....

**Signature:**.....

**Date:**.....