



## **TERMS & CONDITIONS**

Page 1 of 2

**This is an agreement between Prop Art Hire Ltd and the customer (known as “The Hirer” in this document)**

**Details:** If any details on the hires list or invoice are incorrect please inform us immediately.

**Availability:** All items offered for hire or sale by Prop art Hire Ltd are subject to availability.

**Payment:** The Hirer will pay Prop Art Hire Ltd as detailed in the invoice.

The hire charge is payable even if props, drapes or backdrops that have been hired and taken from the store are not used.

**Deposit:** Unless by prior arrangement a deposit of 10% (non refundable) will be taken upon booking items in advance of the hire date. The balancing payment will be required one month prior to the hire date. If hire is agreed within one month of the booking date then full payment is required. If The Hirer defaults on these payments then the hire shall not be deemed valid.

**Cancellations:** The 10% deposit made on booking is non returnable. Further cancellation charges are as follows:

Confirmed orders cancelled within 14 days of hire date : 25% of balancing hire charge.

Confirmed orders cancelled within 7 days of hire date : 50% of balancing hire charge.

Confirmed orders cancelled within 2 days of hire date : 100% of balancing hire charge.

**Refunds:** If a refund is due to The Hirer then it shall be done via the way payment was made.

**Loss & Damages:** Prop Art Hire Ltd reserve the right to charge The Hirer for any loss or damage (beyond reasonable “wear & tear”) to items hired – credit card details will be taken for this reason. The Hirer will be informed of any intention to do so prior to the charge. Damages, breakages and losses will be paid for by The Hirer to Prop Art Hire Ltd at the current replacement value on a “new for old” basis. **In signing these terms & conditions the Hirer agrees to this condition in the contract.**

**Charges:** Late returns will be charged at a weekly hire rate for up to 2 weeks, after which Prop Art Hire Ltd will charge a full replacement value of the items.

**Substitutions:** Prop Art Hire Ltd reserve the right to make any substitutions that may be deemed necessary due to late, non returned or damaged items by the previous hirer or circumstances beyond their control. The Hirer will be fully informed of any decision to do so.

Vat no. 106 5188 26 Company no. 7537074

Prop Art Hire Ltd, 25 Paget Street, Cardiff, CF11 7LB

Tel: 02920 214869 / 07847 901977

[info@proparthire.com](mailto:info@proparthire.com)



## **TERMS & CONDITIONS**

Page 2 of 2

**Returns:** The Hirer must return items packaged as they were received from Prop Art Hire Ltd. Returns must be made on the arranged day or may be liable to a charge (see **Charges** section above)

**Use of hired items:** The Hirer must state if items hired are to be used outdoors, or in any other unusual situations as some items are not deemed suitable for this purpose. A breach to this condition may be liable to a charge.

**Delivery & setting up:** Unless contracted to do so, Prop Art Hire Ltd will not undertake rigging or set up of props, drapes or backdrops. Where delivery has been arranged The Hirer (or an associate) must be at the venue to meet the driver and direct where the items are to be dropped off. Unless by prior arrangement between Prop Art Hire Ltd and The Hirer, delivery and pick ups will only be made to ground floor levels. A breach to this condition may be liable to a charge.

**Public liability & indemnity:** The Hirer is responsible for insurance of hired items once they are in possession of them - including all items that have been delivered but not rigged or set up by Prop Art Hire Ltd. Prop Art Hire Ltd is not responsible for the public liability or indemnity for use of items once they are in The Hirer's possession.

**Declaration:** I/we declare that I/we have read and agreed to the terms & conditions and that I/we shall be responsible for all hired items as detailed above.

**Signature:** \_\_\_\_\_ **Printed name** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Vat no. 106 5188 26 Company no. 7537074

Prop Art Hire Ltd, 25 Paget Street, Cardiff, CF11 7LB

Tel: 02920 214869 / 07847 901977

[info@proparthire.com](mailto:info@proparthire.com)