



'CELEBRATE' DIY RECEPTION PACKAGE
 (Based on 50 Guests) - \$695

Please Note: This is just a sample/guide for your reference. All of our Reception Packages can be tailored to suit your exact numbers, needs, venue etc.

QTY	ITEM	DESCRIPTION
50	<u>Hire</u> White or Black Lycra Chaircovers	To match colour scheme 
50	Organza or Satin Sashes	
6	<u>Hire</u> Small cylinder vases for Bridal Table (with pillar candles or floating candles)	
8	<u>Hire</u> Centrepieces plus square or round mirror bases and 2 tealight votives There are many designs to choose from (see our gallery for inspiration). Additional charges may apply, depending on the style.	

QTY	ITEM	DESCRIPTION
2	<u>Hire</u> Square Tables with fitted white table covers	One for cake table & one for bird cage/gift table 
1	Wishing Well or Bird Cage for guests gifts	
1	<u>Hire</u> Easel & Frame for Guest Table Listing	
	<u>For collection, set-up & return by client</u>	All items quoted are for DIY hire only.

Terms & Conditions

At Weddings by the Bay we wish to ensure that your function needs are met in every way. To allow a smooth transaction in the purchasing of items for your function we wish to point out the following guidelines:-

PLEASE NOTE: Enquiries will not be considered as a CONFIRMED BOOKING until an Invoice has been issued and a 20% deposit has been received, to avoid double booking.

SECURITY BOND A \$100 bond will be added to all orders for hire items. The security bond will be refunded within 2-3 business days following the function, less any shortage for damaged, broken or missing items. If damages/losses total more than the deposit taken, an Invoice will be issued for the cost of replacing stock. Please note that in the case of the hire of our red carpet, or seagrass aisle runner, the \$100 security deposit will be forfeited for dry cleaning costs, should wet weather conditions cause any soiling.

FINAL NUMBERS & PAYMENT Final numbers and payment are required to be confirmed fourteen (14) days prior to your function. On occasion if final numbers exceed the estimate given we may need to compromise with existing stock if new stock is unavailable at short notice. Freight charges may also be applicable.

CANCELLATION In the event of a confirmed booking being cancelled, notification in writing must be sent to us and the following will apply:- If cancelled more than sixty (60) days prior to the function 100% of the deposit and payments made, will be refunded. Between sixty (60) and (30) thirty days prior 50% of deposit and payments made will be refunded. If less than (30) days notice is given no deposits and payments will be refunded.

DAMAGE TO HIRED ITEMS Any damages sustained to any items hired by the customer or their guests is the responsibility of the customer. The customer is liable for the replacement of any items that may be damaged or go 'missing' from the function. Costs involved are calculated on replacement value. In the event that the charges incurred are greater than the security bond value, an invoice will be issued.

PAYMENT METHODS We accept payment via bank deposit, cash, cheque or credit card.