



PictureBook PartyBooths

Terms & Conditions

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Booking Terms & Conditions

By booking PictureBook PartyBooths you agree to the following terms and conditions of hire for our services. *We recommend you print these out for your own records.*

1. Payment of Services All bookings are subject to a non-refundable deposit of £100 at time of booking unless otherwise agreed in advance. The remaining balance is due two weeks before the event unless stated otherwise on your paperwork or agreed in advance by PictureBook PartyBooths. Any cancellations are subject to our cancellation policy (see below) and may still require the full hire payment to be paid.

2. Cancellation — over 30 days' notice If you need to cancel your booking, and you give us more than 30 days' notice, you will not be liable to pay the full amount of the hire service. However your deposit is non-refundable. Cancellation needs to be in writing or as an email as well as verbal.

3. Cancellation — less than 30 days' notice If you cancel your booking giving us less than 30 days' notice, you will be liable to pay the full amount of the hire service. Cancellation needs to be in writing or as an email as well as verbal.

4. Venue Location It is your responsibility to ensure that all address details of the venue are correct on your booking confirmation. PictureBook PartyBooths cannot be held responsible for any errors or delays resulting from incorrect or missing address details.

5. Access and Parking at Venue It is your responsibility to ensure that there is access for us to load and unload at the venue. This includes parking of our vehicles during the load/unloading period. In the instance that the only parking for access to the venue is in a restricted area, you will be liable for any parking fines that may occur. Your venue will need to provide a parking space for our vehicle during the entire time we are onsite. Any parking charges are the responsibility of the client.

6. Events Beyond Our Control PictureBook PartyBooths cannot be held responsible for any circumstances that may prevent us from attending your event. These may include but are not limited to severe weather conditions, traffic delays, breakdown of our vehicles, staff sickness or equipment failure. In the case that we cannot attend or fulfil your hire due to events beyond our control we will contact you or the venue as soon as possible. In these instances our liability will be limited to the refunding of all monies paid.

7. Set-up of Services It is your responsibility to ensure that the venue has agreed for PictureBook PartyBooths to be in attendance at their venue at the agreed time. This also includes ensuring that there is access to enter the venue and sufficient space to accommodate our booth set up. A power socket should also be available in close proximity. It is your responsibility to inform us of any circumstances that may add to our set up time; these may include going upstairs or the function room being a considerable distance from the unloading area etc. If we are unaware of any of these circumstances, your hire period may be used as part of the set up period.

8. Hire Period PictureBook PartyBooths will arrive to set up 60 to 90 minutes before the start of the hire period. The standard operational hire period is 3.5 hours, normally 7:30 pm until 11pm. You can pay for extra operational hire period time at a cost of £100 per hour. You will be charged £50 per hour if you require the booth to be set up earlier than 7:30pm. If you require the booth to stand until the venue, guests are ready to use the booth, this will still be classed as your normal hire period time unless you have paid for down time / standing time. We charge £50 per hour for down time / standing time as once our booths are set up, they are never left unattended. If the booth is required past 11pm there is a charge of £100 per hour. In the event that PictureBook PartyBooths are not

ready to commence at the agreed time due to our fault we will uphold the agreed hire period by extending our usual operational hire time. In the event that the hire does not start at the agreed time due to any fault other than that of PictureBook PartyBooths, your hire period will still end at 11pm.

9. Staff Requirements Our staff will be entitled to one, fifteen minute comfort break when they deem the time to be right, usually whilst food is being served. We also kindly ask that our staff are catered for as in some cases they will have worked a nine hour evening by the time they return home.

10. PhotoBooth Printer From time to time, the printer media may run out during your event which means our staff will have to replace them. This usually takes minutes to do, however on rare occasions it can take a while longer and may require the booth to be closed for several minutes.

11. Travel There is no charge if your venue is within a 50 mile radius of our head office in Hartlepool. Extra travel charges are incurred if the distance exceeds 50 miles.

12. Termination of Hire PictureBook PartyBooths will not tolerate any abuse or threatening behaviour to our staff. If this does occur, PictureBook PartyBooths are within their right to terminate the hire. We are providing a service to yourself and your guests and therefore feel that our staff should be treated with the respect they deserve. PictureBook PartyBooths are also within their right to terminate a hire if they feel that any equipment or property belonging to PictureBook PartyBooths are in danger of being damaged or have been damaged due to unruly behaviour from guests. We also reserve the right to refuse guests to participate in the activities if we feel they are too unruly or too intoxicated. In any instances where we feel there is a need to terminate the hire we will always speak with the host first to resolve the matter before terminating. If we do have to terminate the hire due to reasons stated above we will not issue any refunds for hire time that has been cut short.

13. Damages to the Equipment If for any reason our equipment is damaged during the hire period by any of your guests you will be responsible for the cost of repairing / replacing the part. If any equipment is damaged and as a result affects the service, the hire will be terminated as per the termination section above.

14. Children under 10 are to be supervised at all times by an adult over 16 years of age when using the booth. We reserve the right to refuse any children entry to the booth if they are not accompanied and under the control of a responsible adult or if we feel they are hampering the enjoyment of our services for other guests.

15. Use Of Photographs / Videos By booking us for your event you are of the understanding that we may use any of the photographs /videos taken during the interactive services of yourselves and your guests for any suitable means, this includes but is not limited to advertising and promotional material either in print or on the internet. By us attending your event we are of the understanding that permission has been granted to do so by yourselves and your guests.