

Trace of Essence  
Vintage Spa Party Booking Form and terms and conditions

*Terms & Conditions of Hire*

- 1) The hire period is for the duration of the party (approximately 3 hours) and all hired items will be removed when therapist leaves
- 2) The Hire Fee and separate refundable Damages Fee of £20.00 will be required at time of booking. This will reserve the china and therapist for your party on your chosen date. The damages fee is to cover any damages to hired items on the date of event. The party is not confirmed until the hire fee and £20 damages fee are received and you have received our confirmation of booking email. Please see points 4&6 regarding refunds.
- 3) The separate treatment fees to be paid in full (cash only) at the beginning of the party before treatments begin.
- 4) Cancellations can be made and you will receive a full refund of the Hire Fee and Damages Fee up to but not including seven days prior to the agreed hire date. 100% of the Hire Fee is unfortunately not refundable should you need to cancel, within the 7 days prior to agreed hire date. However you will receive 100% refund of the Damages Fee. Cancellation should be made in writing by letter or email.
- 5) We will package the items in bubble wrap to ensure that breakables are transported in the safest way possible. You will be asked to check and sign that you are happy with the items once delivered. The Therapist will check and repack the items at the end of the party
- 6) Any damages/breakages occur the fees will be deducted from the Damages Fee and any remainder will be returned within 7-10 days after the china has been checked.

Below are some standard charges for damages and breakages:

China cup £10  
 Saucer £10  
 Small Plate £5  
 Teapot £20  
 Milk/Cream Jug £10  
 Sugar bowl £7.50  
 Cake Stand 2 tier £20  
 Cake/Sandwich Plate £10  
 Linen Tablecloths £10-£20  
 Napkin £3  
 Glass £5  
 Cake forks £1  
 Tea Spoons £1  
 Punch Bowl £20  
 Punch Drinking Glass £5  
 Glass Bowl £3.00

Terms and conditions cont.

7) Please check the items and ensure that you are happy with the condition before signing the delivery note as all items are fragile and understand that breakages can happen easily in transport. Please be mindful that as our items are quite old. There will be some pieces that may have a 'wear and tear' feel to them. Our definition of 'damages' includes breakages, chipping, cracking, permanent staining, burn marks or rips.

8) Using and Washing our china: All of our pieces are unique and fragile. Under no circumstances are they to be put into a dishwasher, microwave or an oven. The hired pieces are to be washed by hand in warm soapy water. The therapist will pack all hired items away.

9) Please ensure that all tablecloths and napkins have food debris removed and that they are perfectly dry before repackaging. We will launder the linen. Please see our breakage & damages section for prices.

10) All of our items must be under the responsibility of the hirer; we cannot accept responsibility for loss or damage

11) We cannot accept responsibility for any injury or damages that may be incurred by any of the hired items.

I have read and agree to the above terms and conditions of hire.

Hirer Print Name..... Date.....

Signature of Hirer.....

**Please keep a copy of terms and conditions for your reference and enclose a signed copy with booking form.**

*Trace of Essence*  
*Booking Form: Hirers Details*

Hirers name ..... Date of event .....

Hirers address

.....  
 .....  
 .....Postcode.....

Venue address if different from above

.....  
 .....  
 .....Postcode.....

Hirers phone number .....

Hirers contact email .....

*Party order Form*

How many people in party .....

Choose one

Vintage Tea and Spa for 2

Vintage Tea and Spa for 3-6

Vintage Punch and Spa for 4-6

Choose one

Table Cloth  Vintage Trolley

Table shape

Round  Square  Oblong

Table size (inches) \_\_\_\_\_ x \_\_\_\_\_

Choose one

2 Tier Cake Stand (suitable for individual cakes and sandwiches)

Large Cake Plate (suitable for all uses- large or small cakes or sandwiches)

Single Cake Stand (Ideal for one large cake)

Champagne saucer glasses

(Wine glasses are already included in the tea party package, only tick if prefer to have champagne saucer glasses)

In the unforeseen circumstances that we are unable to supply any of your chosen hired items, we will provide a suitable alternative.

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Treatment Schedule

Hirers name ..... Date of event .....

| Name | Treatment | Therapist use only |
|------|-----------|--------------------|
|      |           |                    |
|      |           |                    |
|      |           |                    |
|      |           |                    |
|      |           |                    |
|      |           |                    |

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The Following to be completed on Event Date

I the Hirer confirm the hired items supplied are in good order and I am happy with the items provided.

Signature..... Date.....

Additional notes/ Breakages/Damages log/ comments.