



0431 54 63 32  
bec@thelovesign.com.au

## BOOKING AND AGREEMENT FORM

♥ Bride & Groom full names:

---

♥ Contact numbers:

---

♥ Date of wedding:

---

♥ Full address of venue:

---

♥ Set up/down time:

---

♥ Who can we contact on the day to ensure The LOVE Sign is set up in the correct position? Preferably wedding planner, events coordinator or family member? (name and phone):

---

♥ Where did you find out about The LOVE Sign?

---



0431 54 63 32  
bec@thelovesign.com.au

Please provide a drawing of where you would like The LOVE Sign letters placed on the day in the space below (the more detail the better):

A large, empty rectangular box with a thin black border, intended for the customer to draw or sketch where they want the 'The LOVE Sign' letters placed on their wedding day.

Please deposit money into the following account:

The LOVE Sign

BSB – 923100

ACCOUNT – 31306249

Reference - Please use your surname and wedding date (Example: smith010113)

♥ Please provide bank account details for bond money to be transferred into within 7 days of wedding (including BSB, account number & name):

---



0431 54 63 32  
bec@thelovesign.com.au

## AGREEMENT TERMS AND CONDITIONS

### 1. Payments.

- a) A \$200 bond payment is required upon booking to secure your date. This payment is in addition to your quoted amount and will be returned within 7 days from hire pending terms and conditions.
- b) Outstanding balance is to be paid 1 month prior to event date. Additional/early payments may be made.
- c) Initial deposit of \$200 is non-refundable after 48 hours.
- d) All payments must be made by dates requested. Failure to pay by these dates may result in cancellation of hire.

### 2. Cancellations.

- a) Cancellations must be made in writing via e-mail to [bec@thelovesign.com](mailto:bec@thelovesign.com). Refunds will be given in accordance with the following:
  - Cancelled up to 30 days prior to event - Any balance paid off excluding bond payment will be refunded.
  - Cancelled between 29-14 days prior to event - 50% of total will be refunded.
  - Cancelled between 13-5 days prior to event - 20% of total will be refunded.
  - Cancelled 5 days prior to event - NO REFUND.

### 3. Damages.

- a) Hirer accepts full responsibility for any loss or damages during the hire period and will be liable for any repair or replacement. Photographs will be taken at set-up in the case of any disputes. Hirer agreement form must be signed prior to event date. If your bond payment does not cover repair costs, you will be invoiced for any additional costs.

- b) The LOVE Sign is not responsible for any injury or damage to any persons or property whilst in the care of the hirer for the duration of hire.

### 4. General Terms & Conditions.

- a) It is the responsibility of the hirer to speak with their venue for permission of The LOVE Sign to set up. Ensure you organise substantial space for the letters, as we are unable to move once they are set up.
- b) If your venue does not have direct access for us to set up, a fee of \$50 will be deducted from your bond money. (Example: if a trolley must be used)
- c) If there is no one available at time of delivery, The LOVE Sign will do their utmost to make sure it is displayed as correctly as possible and in line with the illustration you have provided. Please be advised we must have a flat, even surface to secure the sign. If this isn't possible, we may use our best judgment and move it to a more suitable location.



0431 54 63 32  
bec@thelovesign.com.au

d) In the event that your wedding reception/ceremony is rained out or cancelled, any amounts payable are unfortunately not refundable. However, we are happy to set up in the rain, or you can adopt an alternate set up (inside) should this occur. Additional charges may apply if we have to travel further than the original booking. This will be deducted from the bond.

e) You give permission for The LOVE Sign to take photos of your wedding and agree that your photos may be used for marketing and promotional purposes.

I have read and agree to the terms and conditions with reference to hiring The Love Sign.

Full Name:

Signature:

Date Signed:

Date of Wedding: