



## Taylor & Co. Event Hire Ltd

### Conditions of Hire

In hiring items ("Goods") from Taylor & Co. Event Hire you (the "Customer") agree with the Conditions of Hire noted below.

#### Deposit

- The Customer's booking will be confirmed upon Taylor & Co. Event Hire Ltd receiving payment of a non-refundable deposit, being 20% of the total hire value. This deposit is to secure your booking and date.

#### Payment

- Full payment of our Taylor & Co. Event Hire Ltd invoice is required 20 days prior to the Customer's nominated hire date.
- Payment is to be made by direct deposit or cash.
- Taylor & Co. Event Hire Ltd will not accept payments made that have not cleared before the Customer's nominated hire date.

#### Bond

A bond of 10% of the value of the total hire, or \$100 for orders under \$1,000 is included with the final invoice. Provided all Goods have been returned and checked by Taylor & Co. Event Hire Ltd (may take up to five (5) days) for any damage or loss which may have occurred while in the Customer's possession, the bond will be returned.

- If any of the Goods have been damaged or lost, Taylor & Co. Event Hire will contact the customer and provide an invoice outlining the charge(s) against the bond.

W: [taylorandcoevents.co.nz](http://taylorandcoevents.co.nz) | E: [hire@taylorandcoevents.co.nz](mailto:hire@taylorandcoevents.co.nz)

## Lost and Damaged Goods

- The Customer is responsible for all Goods while in the Customer's possession. Full replacement cost will be deducted from the bond if the Goods are lost or damaged.
- If the damage inflicted is greater than the value of the bond then Taylor & Co. Event Hire Ltd reserves the right to invoice and collect from the Customer the remaining balance required for replacement of the damaged Good(s).
- If part of a set is damaged or lost then the Customer is responsible for the full replacement of that set.

Taylor & Co. Event Hire Ltd requires all packaging, containers and crates to be returned with the Customer's order.

## Hire Period

- The hire period is 48 hours unless prior arrangements have been made and mutually agreed to by Taylor & Co. Event Hire and the Customer (weddings in particular will be taken into consideration).

Please contact Taylor & Co. Event Hire Ltd to arrange longer hire periods, as late returns will automatically incur a fee charged at 50% of the total hire value per day commencing on the day the Goods are due back.

## Freight Charges

### Delivery & Collection by Taylor & Co. Event Hire Ltd:

Freight is calculated on the distance and time required to travel.

Our set delivery and collection charges for the wider Auckland and Kaipara regions range from \$75 - \$150 (each way) depending on Goods hired.

- If the Customer resides outside these areas, please contact us first for pricing and to ensure that we are able to deliver to your region.

## **Courier Items:**

For smaller Goods that are able to be couriered prices range from:

Auckland	\$6 - \$20
Wider North Island	\$10 - \$20
South Island	\$20 - \$50

- Additional charges apply for rural deliveries

Please check Goods on delivery/collection and advise Taylor & Co. Event Hire Ltd of any problems immediately.

## **Delivery and Collection by Hirer**

- Our collection address will be noted on the invoice. Pick up and drop off is by appointment only and at a mutually agreeable time.

## **Responsibility**

- Taylor & Co. Event Hire Ltd takes no responsibility for any injury to any part through breakage of Goods or other accidents during the hire period.
- The Customer is responsible for the Goods from the time Goods are collected/delivered and until the Goods have been returned and checked by Taylor & Co. Event Hire Ltd.
- Any Goods left at unattended premises remain the Customer's responsibility.

Taylor & Co. Event Hire Ltd will inspect all Goods on return and endeavour to advise of any additional charges for damage as soon as possible.

## **Cleaning and Care**

- Please take care when handling glass and tableware. Unless you have made other arrangements with Taylor & Co. Event Hire Ltd, please hand rinse, dry and repack the items in the packaging supplied. All glass and tableware will be washed and sterilised upon return to Taylor & Co. Event Hire Ltd.

## **Cancellation Policy**

Please advise Taylor & Co. Event Hire Ltd of cancellations as soon as possible. The following cancellation charges will apply:

- 7 days before nominated hire date 50% of order total
- 3 – 4 days before nominated hire date 75% of order total
- Under 2 days before nominated hire date 100% of order total

Cancellation fees will be deducted from the deposit or bond. The remaining amount, if any, will be refunded to the Customer.

## **Covid-19 Policy – change of date or postponement due to Government-enforced restrictions:**

Where the Customer's event is cancelled or postponed due to rules under New Zealand's Covid-19 Protection framework and the Customer advises Taylor & Co. Event Hire in writing, Taylor & Co. Event Hire may transfer any payment made as a credit towards a new hire date, within 24 months of the original hire date (subject to availability).