

TERMS & CONDITIONS OF HIRE

Bond & Pricing

All our items have a hire price plus a bond price. We refund the bond to you once we have received them back in acceptable, re-hireable condition as stated below. You are responsible for all items while they are in your possession. This includes any damage or loss and you will be charged the full retail amount for the item. Any items left at unattended premises remain your responsibility. Any damage or loss will be deducted from your bond. All published prices are subject to change without notice. All damage, loss or breakage of equipment and packaging (including boxes & packaging) is to be paid for by you at replacement cost. It is your responsibility to guard against loss or damage until returned or collected. Hire equipment is not insured whilst outside of Putiputi Recycled's premises or vehicles. All goods for hire remain the property Putiputi Recycled.

Deposit

We require a deposit to secure your booking. NO deposit means no booking.

Payment

All payments are to be made by internet banking or direct deposit at ANZ (branch Rotorua) – Putiputi Recycled 01 0414 0675366 00. The final balance must be paid 14 days prior to your event; we will send you a reminder & confirm your order.

Hire Period

The standard hire period for items is 3days prior to your event & items must be returned within 3days week of your event, exceptions will only be made if this has been discussed prior to items being sent to you. You are responsible for the goods during the period of hire. Goods returned after the agreed hire period will incur a penalty fee of 10% of the bond per/day.

Delivery & Collection

Delivery & collection costs will vary. A pick-up option is available for some items and will incur no charge. All other orders will incur a delivery charge, please enquire. All items will be checked against the booking form on collection/delivery to make sure everything is present & in good condition. You are responsible for all delivery costs. All times stated or quoted for delivery are approximate. Putiputi Recycled will not be liable for any delays caused by circumstances beyond their control. Deliveries made to third parties or unoccupied premises are made entirely at your own risk.

Cancellation Policy

Please advise us of all cancellations or changes as soon as you possibly can. Any cancellations or changes within 14 days of your event, your deposit will not be refunded. Putiputi Recycled reserves the right to refuse changes to your order if stock is unavailable although we will do our best to make the item available to you.

Condition of Goods & Cleaning

We will check & inspect all goods before they are dispatched & when they are returned. In the event of any damage in transit, please notify us & we will do our best to replace the item. We understand accidents happen, any damaged or broken items will be charged at the costs stated in under 'Bond & Pricing'. Please return your goods in the state you found them.

Fairy Lights

Must be returned the way they were picked up. Each stand must be folded back up and tied with wire/ties. These get tangled if they are not and takes me 2 hours to untangle. If they are not returned correctly on inspection I will be keeping your bond. Please tick box if you have been read this section and understand before taking fairy light away.

I understand/agree & Sign: _____ Date: _____

Note: Because some of the items you may be hiring are made from natural materials or have raw edges, they are not washable. Please do not wash them. Any food or drink stains, candle wax or washing of items is considered damage & you will not receive your bond back for any items returned to us with this kind of damage. All goods are carefully checked when packed. It is your responsibility to check the goods upon delivery and notify Putiputi Recycled of any discrepancies and/or damages between the goods supplied and the goods ordered. Complaints made after the return or pickup of goods will not be considered.

Any questions, please feel free to ask.

Kind Regards,

Putiputi Recycled



INVOICE/QUOTE: _____

NAME: _____

CONTACT PERSON(If different) _____

CONTACT NUMBER: _____

HM: _____

EMAIL

ADDRESS: _____

EVENT

VENUE: _____

EVENT

DATE: _____

DELIVERY ADDRESS/DATE/TIME: _____

RETURN

DATE: _____

NOTES: _____

BOND REFUND DETAILS:

BANK: _____

ACCOUNT

NAME: _____

ACCOUNT

NUMBER: _____

I HAVE READ THE TERMS & CONDITIONS OF HIRE.

I understand the care of the items hired are my responsibility & any damage will be paid for out of the bond I have paid.

Signature _____ **Date:** _____