

# Dance Floor Terms and Conditions

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Placing an order with us verbally, by phone, internet or any other method of communication constitutes you having read, understood and agrees to the following terms and conditions. These are the terms and conditions for the business to be conducted between “A Touch of Class Events UK LTD” and the Client/Hirer/Venue. The terms of contract are:

## Payment

A 25% **Non refundable booking fee** must be paid in advance to secure the booking contract unless otherwise stipulated by promotional terms, it is also required that you sign our terms and conditions if you agree with them. “A Touch of Class Events (UK) LTD” reserves the right to alter prices and the availability of products excepting that once the deposit has been paid the price is fixed.

You must pay Us the Fees for the Services using any of the following methods:

- Bank Transfer

## CANCELLATION AND CHARGES

### You are eligible to 14 days cooling off period from the date of agreement

- In the event of a cancelled booking, more than 6 months in advance (in addition to the non-refundable booking deposit) will incur a 25% cancellation fee.
- If, at any time You cancel the Services, We will be entitled to keep some or all of the amounts that You have paid Us, and You must also make payments to Us, as follows.
  1. Payment in full is required one month in advance for all other services. e.g., Venue Styling, Sweet Cart, Dance floor or additional hire items.
  2. Functions cancelled more than 1 month and up to 3 months prior to the wedding or event will incur a 50% cancellation charge.
  3. Cancellations made up to 1 month prior to the wedding/event will incur a 100% cancellation charge
  4. (Charges are calculated as a percentage of the total booking value including extras at the time of cancellation)

## Care of the Premises/Dance Floor and Equipment

Please ensure items chosen in your package are suitable for your venue, please take consideration of height and width of each large props hired as well as set up times for each item and suitability for your venue. Dance floor require a minimum of **1 hour** to be installed, Heart arch requires a minimum of **45 minutes** to assemble

No **food** or **drinks** of any kind are permitted on the dance floor. These may only be consumed in the seating areas. Any liquid spillages must be mopped up immediately, as they will cause serious damage if absorbed into the floors. Client is responsible for

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ensuring your DJ on the evening makes regular announcements to prevent such damage.

Clients are advised **not** to tamper with the dance floor at any time. If for any reason the dance floor stops performing then the client must contact our office for support. If we find the dance floor has been tampered with then we have the right to remove and the client will be liable for any damaged caused.

The Client must be aware that it is there responsibility prior to booking the Dance Floors to ensure the size booked will fit your venue. Once at the venue the Company A Touch of Class Events UK LTD will only lay a floor size big enough to cater the space provided by the venue. If this area is smaller than the floor size you are contracted to then no refund or monies back will be due to the client.

It is the client's responsibility to ensure they request a copy of the company A Touch of Class Events UK LTD Public Liability if the venue requires such documents prior to the event and delivery of the Dance floor. Once the dance floor has arrived full payment is due from the client. If the venue refuse the dance floor for any reasons regarding no evidence of public liability insurances the fee contracted to the Client will still be payable to the company A Touch of Class Events UK LTD.

All Dance Floors will be collected at the end of each event please ensure your venue is aware of these times and access is granted. Failure to gain access the Client will be charged £25 per hour thereafter until access for pick up, unless prior agreed for the following day.

The Client must ensure the venue allocate an appropriate duration of minimum **1 hour** to set up the dance floor. An agreed set up time should be assigned no later than a week prior to your event. We the Company will ensure the technician is on site at this time unless unforeseen circumstances, we will always contact the venue if for any reason the engineer is running late. Once the engineer is on site the Dance floor must be set up at the times contracted.

Under no circumstances should any Client or Venue move or De-Rig any Dance Floors without Company permission. If the Dance floor is for any given reason and damage is caused then the Client will be responsible as to the Venue/ Persons to repair or fully refund the cost of the Dance floor. All Clients have a responsibility to ensure your venue is aware of our terms.

As the floor is electrically controlled there may be times when the circuit is cut this will hinder the lighting control and may cause the Dance floor to stop working. If this incident occurs you must contact our office, you will not be entitled to any monies back however we will endeavour to seek out the problem and restore the floor back to working order within one hour.

**Furniture-Tables, Chairs or any form of furniture is totally forbidden on the dance floors.** If your dance floor shorts and LED lighting goes off during your event and we

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have any evidence of furniture being sited on the dance floor you will be liable for damages.

Our engineer will always take photograph evidence of every dance floor once set up in working order. If your dance floor shorts during the event following evidence of fully working order once set up in place you will not be entitled to any form of refund or payment. On investigating the issue for Dance floor shortage if it is evidence any of the above incidents have occurred we the company have the right to charge you a fee to repair any damage.

### **DAMAGE, LOSS OR THEFT-**

The Company is not responsible for any damage or injury to persons or property caused by the items hired however caused. All Clients and Suppliers are responsible for their own public liability insurance and PAT testing. All Clients are responsible for the hire of equipment and the welfare of their clients and the guest. The client will be liable to pay for any damage of the dance floor and any financial loss due to theft.

The Client will be responsible to inform the venue of their dance floor booking. The Company (A Touch of Class Events UK LTD) will not be responsible for the décor or flooring in the venue the Client must ensure the venues have agreed to the dance floor being laid upon their venue flooring.

It is the responsibility of the Client to inform us if there is any load in restrictions at the venue high steps, steep hills, no lift access. Failure to do so may result in the dance floor not being able to access the venue if this occurs full fee will still remain applicable. Clients will be liable to pay for damages to the dance floor if they do not adhere to the above terms and conditions.

### **Storage**

In the case were the dance floor is required to stay in storage or at a venue over night or longer then it is the responsibility of the client to ensure the dance floor is in a safe secure premises and that the dance floor is fully turned off on the evening of the contracted date. It is the full responsibility of the client for the dance floor whilst at the premises and the client will be fully responsible for the dance floor going missing or and damage that may occur.

The company reserves the right to terminate any contract with immediate effect, without any notice, if in the opinion of the company any of the above terms have been breached. The decision of the company with regard to any such breach will be final and not open to challenge.

Please note that if we introduce and/or negotiate and you accept engagements from us, then these are the Terms of Business that will apply to our trading together. A copy will also be provided with each dance floor booking.

### **Liability**

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A Touch of Class Events (UK) LTD” will not accept any liability whatsoever for injury or damage to persons or property sustained arising from any equipment under hire from “A Touch of Class Events (UK) LTD”. All of our electrical items adhere to health and safety legislation and are PAT tested. “A Touch of Class Events (UK) LTD” does have full Public Liability Insurance (PLI), certificates are available upon request.

Thank you for choosing us for your event, please sign and date below to confirm that you have read and agree to our terms and conditions and scan or return to us at the address listed on your invoice, a copy will be sent to you via email or post.

Print Name: .....

Signature: ..... Date: .....

