

## Priority Booking Form

(BLOCK LETTERS PLEASE)

### Contact Details:

First/Last Name

Email address

Position (where applicable)

Organisation

Address

Postcode:

Tel:

Fax:

### Terms and Conditions

Facebooth Limited, T/A Enjoy.co.uk, (The Company) reserves the right to apply the following Terms and Conditions of Service:

#### Booking Confirmation

This Booking Form (QA4) when completed is an Agreement (CONTRACT), between The Client and Facebooth Limited and commences on the day that it is signed and continues thereafter until terminated by either party giving no less than 30 days written notice. Upon receipt of a signed Booking Form, Facebooth shall forward an invoice for the Booking Deposit to the client. The non-refundable Booking Fee (25% of total booking value) once received, will initiate our written booking confirmation.

#### Fees and Invoicing

Fees are inclusive of all costs (less accommodation, mileage and subsistence allowance where agreed) at the daily standard rate agreed between 'The Company' and the Client at the time of entering into this agreement. Normal events times: Max. 4 Hours. (additional hours chargeable per hour) Any discounts on the standard, published daily rates are offered at the discretion of Facebooth and subject to the following 'prompt payment' clause: If payments are not received by their due dates, all discounts will be revoked, normal charges shall be applied and a separate invoice for the difference issued.

Facebooth Limited reserves the right to withhold any services provided under the terms of this agreement (with or without notice) or to terminate the agreement if total fees due are not received within 30 days of commencement of an event or hire programme.

#### Cancellations

All cancellation requests must be confirmed in writing and in such circumstances, the following cancellation charges shall apply:

30 days or more before event: 25%.

21-30 days: 50%.

14-21 days : 75%.

Less than 14 days: Full Fee

#### Please complete and return via email

OR POST TO ABOVE ADDRESS AT EARLIEST OPPORTUNITY. THANK YOU.

I agree to the terms and conditions herein:

Signed:

Date:

### Event Details:

Dates:

Photobooth/Extras:

Venue/Dates/Notes:

Access:

Power:

### Fees/Payment Details:

### P'Order No.:

£

£

VAT@17.5%

£

A cheque is enclosed

Invoice

Paypal

Cash

(PLEASE TICK)

BACS: Sort: 77-22-10 Ac: 18405768

Facebooth Limited

Date Booking Confirmed:

### OFFICE USE ONLY

Invoice No.:

Deposit Received:

Final Payment Recd.:

Enquiry No.: