

### **Post Box Terms and Conditions**

- Permission should be sought by you the client from the venue as to the suitability of hired item(s) and ensure the Wedding Post Box will fit into your chosen venue and area. Most venues will require to see Insurance documents, and these are available upon request.
- We will deliver the Wedding Post Box and set up at the time specified by your Venue and inform you of these arrangements. The Wedding Post Box is the responsibility of the Client from set-up time until collection.
- The Wedding Post Box must not be moved from the area where it has been set up without prior approval from May Violet Events. This is due to Health and Safety issues and to ensure that no damage is caused to yourself, your guests, items or the Wedding Post Box.
- The cards that are deposited into the Wedding Post Box are the responsibility of the Client. May Violet Events will not be held liable for any loss or damage to cards or their contents.
- All decorations should be left in place on the Wedding Post Box and should not be removed without permission from May Violet Events. Failure to do so may result in charges for loss or damage.
- The Wedding Post Box should not be placed on the floor. We will confirm with your venue that they have an appropriate table/surface for the Wedding Post Box to be placed on. May Violet Events are able to provide a table in the event that your venue are unable to do so.
- To prevent staining from certain drinks please ensure that guests drinks or food items are not placed on the Wedding Post Box at any time.
- All cards should be removed from the Wedding Post Box prior to collection unless prior arrangement has been made with May Violet Events.
- A Damage Bond of £100.00 is payable in advanced for each event:
  - No damages, full £100.00 returned.
  - Some damages, cost will be calculated and if less than £100.00, remainder will be returned.
  - Damages costing more than £100.00 an invoice will be sent which should be paid within 30 days otherwise legal action could be sought.

- A confirmation email will be sent after collection of the all items to confirm if there were any damage to the Wedding Post Box or breakages to any items.
- If you wish to make any changes to your booking then these must be put in writing by either post or email to [hannah@mayvioletevents.co.uk](mailto:hannah@mayvioletevents.co.uk). We will make every attempt to meet your requirements where possible but with no guarantee or liability on our part to meet any more than the original order requested.
- Cancellation of the Wedding Post Box must be in writing either by post or email to [hannah@mayvioletevents.co.uk](mailto:hannah@mayvioletevents.co.uk).
- Cancellation costs are:  
6 Weeks and Over: Deposit Only  
6 to 4 Weeks: 50% of Order (Includes Deposit)  
4 Weeks and Under: Full Payment
- In no circumstances shall our liability to you exceed the value of the contract. May Violet Events shall not be liable in respect of damages/injury/loss or any other damage incurred in respect of any default or damage to item(s) the Client shall satisfy themselves of the suitability/condition/placement of the hired item(s) upon receipt.
- May Violet Events would like to place our Business Cards in a discreet place on the Wedding Post Box. If you would preferred that we did not do this please inform us in advance of your event.
- May Violet Events reserve the right to take photographs of the Wedding Post Box and any items and use them for marketing purposes. Any photographs we use will not be published until after your event.

**Client**

Signed:

Print Name:

Date:

**May Violet Events**

Signed:

Print Name:

Date: