



Helium Balloons, Venue Decorating, Event Planning, Entertainment, Photo Booths

[www.cotswoldparty.co.uk](http://www.cotswoldparty.co.uk)

## Terms and Conditions

### Orders and Goods:

- Unless otherwise agreed in writing a non-refundable 50% deposit is required for all orders, hire and event management charges at the time of order or booking confirmation.
- These T&Cs are automatically enforced at the point of invoice receipt by the client.
- Any changes or amendments to orders may incur an additional charge.
- Cancellations made within 14 days of the event or order being issued will result in the balance being settled by the client unless an act of God, death or accident can be proven.

## Agency and Full Party Plan:

By using an agent you will have the benefit of:

- having the most suitable match of entertainment for your party/event.
- not having to plough through lists of entertainers you do not know. We personally know and have worked extensively with all of our acts and receive speedy acknowledgements and availability replies.
- one efficient person to deal with all of your queries, manage payments and schedules.
- being protected in event of emergency. If an act or entertainer has to cancel for reasons beyond their control (death, accident, act of God) then we will firstly try to quickly find you a replacement match or issue a full immediate refund.

### Terms:

- Upon booking your party you will be sent confirmation and an invoice by email.
- These terms and conditions are automatically enforced at the point of invoice issue.
- Failure to pay the invoice deposit and booking fee within seven days of invoice issue will result in your booking being cancelled.
- A party booking will be fully confirmed once a 50% non-refundable deposit has been received into our account. A receipt will be issued.
- The remainder of the balance must be received 48 hours before the party.

Brinkworth House, Brinkworth, SN15 5DF  
Tel: 01285 885131 01666 818405 Email: [info@cotswoldpartys.co.uk](mailto:info@cotswoldpartys.co.uk)

Registered in England and Wales; Cirencester Party Services Ltd 08817249



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- Where the party is booked within 7 days of the event full payment is due upon receipt of invoice.
- In the event of cancellation by the party booker (customer), the deposit is non-refundable and will be retained to cover administrative costs/entertainer deposit and booking fees.
- Unless you can prove reasons beyond your control (death, accident, act of God) full payment must be made for parties cancelled within 14 days before the event.
- After your deposit has been paid no changes can be made to the party package selected or entertainers booked. However, the number of guests can be amended up to 48 hours before the party after which no more changes can be made.
- If a date or venue needs to be changed we reserve the right to add an additional administration charge and the entertainer reserves the right to amend his fee accordingly. This is because entertainers have different price bands for morning, afternoon or evening parties. If you need to change your booking to a period that spans a morning and afternoon slot a day rate may be charged. Evening events are generally more expensive.
- If the venue has been booked by yourselves then all venue responsibilities are yours.
- Adequate access is required and if the entertainer is blocked or cannot access or depart from the venue then any repercussions are your responsibility including any charges.
- If an entertainer needs to pay for parking for your event then this cost will be yours and he/she will issue you with receipts for a cash reimbursement.
- Please provide the entertainer with basic refreshment and changing facilities.

#### **Child Welfare:**

- The entertainer is booked to entertain the guests as agreed and outlined in your invoice/confirmation email. All children remain the responsibility of the party host and/or parents.
- All of our acts carry valid DBS checks and hold the appropriate insurance cover.

#### **On the Day Emergency contact:**

- Janinka Diverio. Please text **Emergency** and your message to **07818 426060** and you will be called back.

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