



Terms & Conditions of Hire - Proposal Packages

Effective from July 2025 | Every Event Co. - Scottish Borders

1. Booking & Payment

- 1.1. A non-refundable payment (or full payment where applicable) is required at the time of booking to secure your proposal hire package.
- 1.2. Bookings are only confirmed once payment has been received and you have agreed to these Terms & Conditions.
- 1.3. Full payment is due no less than 14 days prior to your hire date.
- 1.4. Failure to make full payment by this deadline may result in cancellation without notice and without refund.

2. Cancellations & Refunds

- 2.1. All bookings are strictly non-refundable.
- 2.2. This includes cancellations made due to adverse weather, venue issues, change of mind, or client unavailability.
- 2.3. Cancellations made by the client at any time will result in the loss of all payments made.
- 2.4. Refunds will not be issued for unused elements of a package (e.g. optional extras or unavailable photography).

3. Rebooking & Postponements

- 3.1. In the event of adverse weather or unforeseen issues, we will endeavour to offer a rebooking date within 3 months of the original booking.
- 3.2. Rebookings are subject to availability and not guaranteed.
- 3.3. Only one rebooking is permitted per hire.
- 3.4. If no mutually agreeable date is found, the booking will be forfeited and no refund will be given.

4. Weather Conditions & Outdoor Setups

- 4.1. Outdoor setups will not proceed in unsafe conditions, including rain, high winds, snow, or waterlogged ground.
- 4.2. The final decision on proceeding rests solely with Every Event Co. on the day of hire.
- 4.3. Clients are strongly advised to have an indoor or sheltered backup location.
- 4.4. In the event of cancellation due to weather and no alternative location is provided, the booking will be considered delivered and no refund or rebooking will be offered.

5. Photographer & Third-Party Services

- 5.1. Photography services are optional and subject to availability.
- 5.2. We cannot guarantee a photographer on your preferred date or on a rebooked date.
- 5.3. Every Event Co. accepts no responsibility for third-party services or suppliers arranged directly by the client.
- 5.4. Lack of photographer availability does not qualify as grounds for cancellation or refund.
- 5.5. Photographers operate on a third-party basis and are not directly employed by Every Event Co.
- 5.6. We accept no liability for non-performance, lateness, cancellations, or any other failure by third-party photographers.

6. Site Suitability & Access

- 6.1. All proposed venues and outdoor locations must be vetted in advance by Every Event Co.
- 6.2. The client is responsible for:
 - Securing permission for land or venue use
 - Ensuring clear and safe access for delivery and collection
 - Providing level, clean, and safe ground conditions
- 6.3. If the site is deemed unsuitable or unsafe, setup will not proceed. No refund or rebooking will be offered.

7. Client Responsibilities

7.1. The client is responsible for:

- Providing correct event details and timings
- Ensuring the agreed location is ready and accessible
- Managing guests and activities around the setup

7.2. Clients must not move, interfere with, or adjust any elements of the hired setup.

7.3. No pets are permitted on or near hired equipment at any time. (Sorry - this is for safety and cleanliness reasons.)

7.4. The client is responsible for supervising children and guests around décor and equipment.

7.5. Any damage or loss caused by the client, their guests, pets, or third parties will be fully chargeable.

7.6. Please treat all hired items as if they were your own - take great care of them!

7.7. The client must remain with the hired equipment at all times during the hire period.

- Every Event Co. will supervise the setup until the client arrives.
- Should the client leave the setup at any point, a member of our team must be present on site.
- Our setups may include high-value or irreplaceable items.
- If any equipment is stolen, damaged, or lost due to it being left unsupervised, the client will be fully liable for the cost of replacement or repair.

8. Damage, Loss & Liability

8.1. The client will be held responsible for any damage, theft, or loss of hired items during the hire period.

8.2. All items remain the property of Every Event Co. at all times.

8.3. Charges for repair or replacement will be invoiced to the client and must be paid within 7 days.

9. Public Liability & Insurance

9.1. Every Event Co. holds appropriate Public Liability Insurance.

9.2. We are not responsible for:

- Personal injury or property damage caused by misuse of equipment
- Delays or non-performance due to events outside our control
- Third-party negligence or external services not arranged by us

9.3. Clients are encouraged to obtain their own event insurance where appropriate.

10. Force Majeure

10.1. Every Event Co. shall not be liable for any failure or delay in performance arising from circumstances beyond our control, including (but not limited to):

- Extreme weather
- Road closures
- Flooding or fire
- Strikes or accidents
- Illness or incapacity
- Acts of God or government restrictions

11. Agreement

11.1. By proceeding with your booking, you confirm that you have read, understood, and agreed to these Terms & Conditions.

11.2. These Terms form the full agreement between Every Event Co. and the client.

11.3. Verbal or written agreements outside of these Terms are not valid unless confirmed in writing by Every Event Co.

Contact:

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