



**BOOKING FORM**

Please print out and complete pages 1, 2 and 3, making sure that you have duly signed and dated the form along with the Terms and Conditions on page 3. Then please return the form to our office whereby the event date, items required and price quoted will be confirmed in writing.

This booking is inclusive of set-up, delivery and collection of all hired goods, unless stated otherwise.

**PERSONAL DETAILS**

Lead Name : ..... Address: .....  
Telephone (Home) : .....  
Telephone (Mobile) : .....  
E-mail Address : ..... Postcode .....

**EVENT DETAILS**

Event Date : ..... / ..... / ..... Venue Name & Address : .....  
Room Name : .....  
Start Time : .....

**CHAIR COVERS & SASHES**

Number of Chair Covers Required : ..... Sash Colour : .....

Which Part of Your Event Will We Be Dressing : Civil Ceremony/Wedding Meal/Evening Reception/Corporate Function

*PLEASE NOTE - We will only dress your chairs once, if you require them to be moved after this for different stages of your event, then you must arrange this with staff at your venue.*

**WEDDING CAKE**

Required : Yes / No Style : .....

Colour / Details : .....

## ADDITIONAL DÉCOR

*Should you require any of our Feathered Centre Pieces, Candelabras, Fish Bowls, Candles, Martini Glasses, Mirror Plates, Scatter Crystals, Table Runners, Table Cloths/Linen, Favours, Table Number Cards, Place Cards, Seating Plan, Top Table Swags, Cake Table Swags, Cube Vases, Eiffel Tower Vase or anything else that we currently offer, please record these details here and overleaf if necessary.*

Item Required	Colour/Style	Number Required
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
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.....	.....	.....

## FLORAL DÉCOR REQUIRED

*Please give a brief description of any floral décor that you require ie flower type and colour*

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## DECLARATION

I declare that I, the Hirer, have read and agreed to the attached Terms and Conditions of hire provided by Sparkle My Party.

SIGNED : .....

PRINT : .....

DATE : .....

How did you hear about Sparkle My Party : Web-Site Search / Yellow Pages / From A Friend / Local Advertising

**Please make cheques payable to Sparkle My Party and return to:-  
Sparkle My Party, 34 Montague Way, Chellaston, Derby. DE73 5AS**

Website - [www.Sparklemyparty.co.uk](http://www.Sparklemyparty.co.uk) ~ Contact Us At - [info@sparklemyparty.co.uk](mailto:info@sparklemyparty.co.uk)