



Terms and Conditions

CONFIRMATION

- The products and services included in this proposal can only be reserved on our receipt of a signed standard terms and condition and a 50% deposit. Upon acceptance by means of a signature, the terms and conditions becomes a binding contract.
- This proposal is valid for 7 days from date of issue.
- All charges thereafter are to be in writing otherwise we cannot guarantee availability.

GOODS ON HIRE

- All table décor are the property of My Vintage Tea Table and they may not be kept or sold.
- The prices quoted are for rental purposes only.
- We reserve the right to put our business cards on each table that we represent.

RENTAL PERIOD

- The prices quoted are for a 24 hour rental period only. Weekdays we allow for collection 1 day prior to function and delivery 1 day after function. Weekends we offer a 3 night period at no extra cost from Friday till Monday.
- Late returns will be subjected to additional daily return charges.

CANCELLATION / POSTPONEMENTS

- My Vintage Tea Table will be holding your date exclusively for you, therefore cancellations or cancellations of part of bookings must be made in writing or by email to the manager of My Vintage Tea Table.
- Cancellation of booking or cancellation of part of booking must be received in writing.
- The following cancellation charges apply on total of booking:
 - 45 + days prior to the event 25%
 - Thereafter, it will be 50%
 - 7 days prior to the event 100%

INSURANCE

- My Vintage Tea Table does not maintain insurance for rental items from the time the goods are collected/delivered.
- It is the sole responsibility of the client to insure for any losses, shortages or damages.
- Any shortages, losses or damages will be charged for at the highest design/quality possible of equal value.
- The client will be invoiced for all shortages and damages after the function separately

FINAL CONFIRMATION

- We require confirmation of final numbers 7 days prior to the function. Our invoices and final preparation will be based on this quantity. Should you cancel any items, you will pay 100% cancellation fee as stated above. No reduction in numbers will be accepted 7 days prior to function.
- Payment balance is required 7 days prior to the function and will be invoiced accordingly.
- The client shall pay all sums due to My Vintage Tea Table in terms of this agreement without any set off deduction, counterclaim and/or any other withholding of money.
- If any amount is due by client and is not paid on due date, all such overdue amounts shall bear interest at 2% and the client shall have no claim whatsoever against My Vintage Tea Table in respect of the cancellation.

CRITICAL TIMES

- There will be an additional surcharge if after hours delivery or collection is required.
- Standard working hours: Mon-Fri, 8.30 – 16.30. Additional charges for special arrangements of deliveries or collections.

CLEANING / PACKAGING

- All items hired must be returned in its original condition and packaging.
- Please ensure that all items are cleaned, packed and ready for collection.
- Cleaning of any items hired by My Vintage Tea Table at collection time will be subject to additional separate charge of 10% of total bill.
- All items must be washed with luke warm water and mild soapy detergent by hand. Never use dish washing machine as this damages the delicate gilding and cause breakages. The fine bone china and silverware cannot withstand such high temperatures.

PAYMENT

- A 50% deposit and the security bond is required on confirmation .
- The balance is required 7 days prior to the event.

BANK DETAILS

Account: Wendy Hauptfleisch
Bank: Standard Bank
Account No: 072260041
Branch: 050610 (Stellenbosch)

REFUNDABLE DEPOSIT/SECURITY BOND

- A security bond for breakages of R2000 for small orders and 40% for big orders is payable by acceptance of quote.
- This will be paid back into your account within 7 working days after goods has been returned and losses and damages has not occurred.
- Clients banking details: (To pay your refundable deposit back – if applicable)
 - Account Holder:
 - ID no:
 - Bank:
 - Branch Name:
 - Branch Code:
 - Account no:
 - Type of Account:

AUTHORITY /ACCEPTANCE

- The parties whose signatures are affixed below agree to accept the terms and conditions stated with this agreement and warrant that the undersigned person is/are the authorized person/s.

LATE PAYMENTS

- Late payments will accrue an interest of 2,5% per working day and will be charged on total invoice amount.

CLIENT DETAILS

- I have read the Terms and Conditions and hereby accept quotation / invoice no.
for the amount of R
- Signed: Date:
- Print name: Contact no: ID Number:
- Address.....

Please email to wendy@myvintageteatable.co.za