

BOOKING FORM

Please complete and return this form as confirmation of your booking
Unit 13 Cotswold Business Village, London Road, Moreton in Marsh, Gloucestershire, GL56 0JQ.
Tel: 01608 651100 Fax: 01608 651106

GENERAL INFORMATION

NAME:

COMPANY NAME:

POSTAL ADDRESS:

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TELEPHONE NUMBER: MOBILE:

DELIVERY ADDRESS/CONTACT DETAILS (if different from above):

.....

INVOICE NAME/ADDRESS (if different from above):

.....

DATE OF EVENT:

DEPOSIT paid by:

BACS (Sort code 30-95-75 Account Number 01604301) Please use surname as reference

Cheque (made payable to Oasis Events Ltd, sent to Unit 13 Cotswold Business Village, London Road, Moreton in Marsh, Gloucestershire, GL56 0JQ)

Debit/Credit Card by telephone 01608 651100 (credit cards incur 2.55% system handling fee)

IMPORTANT INFORMATION FOR YOUR INSTALLATION

Site:

Each Boutique 9m x 6m (30' x 20') tent requires a minimum area of 9.7m x 6.7m (32' x 22')

Each Boutique 4.5m x 4.5m (15' x 15') tent requires a minimum area of 5.2m x 5.2m (17' x 17')

Each Bedouin 4m x 4m (13' x 13') tent requires a minimum area of 6m x 6m (20' x 20')

Boutique tents can be erected on hard-standing by prior agreement - we need to bring weights to replace the ropes and pegs which prevent the tent from being affected by the wind. Sometimes where significant additional weighting is required an additional charge for these anchors may be required. Tents can also be erected inside buildings and venues.

Tent/marquee flooring will lie better if laid on the flattest surface possible. Small dips can be filled with soil or sand. Please cut grass as short as possible and remove any garden items from the site and access points prior to installation.

I confirm I have sufficient space for the tent (including guy ropes) / marquee

Underground/Overhead Services:

Are there any cables/pipes that we need to be aware of?

Please clearly mark out on the site before installation.

Delivery and Collection:

Oasis installation/Client collection: To be confirmed – often Thursday or Friday for weekend hire.
Oasis collection / Client return: To be confirmed – often Monday or Tuesday for a weekend hire.

Please note if we are lining a marquee (i.e. not an Oasis tent) we require the marquee to be fully installed at least one day prior to our installation and for it to remain in situ until 3pm on the day of collection unless otherwise agreed.

Our vans are 3.5 ton Lutons - slightly wider than a car (7'3") but much higher (10'8")
How far away is the nearest unloading point?
Should not exceed 25m without prior discussion

Where can we park our van(s)?
If we are parking in a road or lane, please arrange a space to be held for us.

Access:

Please be available to meet the team on their arrival and at the end of the build for sign off.
Please ensure that access to the site / property is clear and open for the Oasis crew according to the agreed schedule with no obstruction in the room(s) / tent(s) / Marquee(s).

Is access to the site safe?
(e.g. through the house / narrow gate/doorways / steps)

Lighting:

Where is the nearest electricity point?
Must be within 25m from tent site please, unless otherwise agreed – please measure the route you would like it go e.g. you may prefer it to be hidden in flowers beds rather than directly over the lawn

Marquee:

We are happy to liaise with the marquee supplier over logistics. Please provide contact details (if not arranged by Oasis)
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Storage of Items:

Storage of the items between installation and collection will be as per the installation by Oasis crew unless otherwise agreed in advance. If items collected from us dry, secure storage is the responsibility of the hirer.

Table Linen/Decorations:

These will be delivered when we install your Oasis, ready for your distribution on the day of the event to keep items fresh for event. We recommend sourcing flowers of your choice/chillies locally to ensure freshness for the event. We would be grateful if you could empty table decorations of used candles/flowers/water prior to collection.

Last Minute Changes:

We will always endeavour to accommodate your changes subject to the items being in stock, and having sufficient time to arrange delivery. Please be aware that your confirmation document lists every item that is coming to site. If you are unsure of any detail, please do not hesitate to check with us at any stage.

Balance Invoice:

Your Balance Invoice will follow 10 days before your event for payment on or before delivery of your Oasis hire items. If items are being collected from Oasis, full balance payment is required on or before collection.

I have read, understood and agree to the Terms & Conditions (please refer to following page)

SIGNATURE:

DATE:

OASIS EVENTS LIMITED TERMS & CONDITIONS – For Hire

Definitions

"The business" trades as Oasis Events Limited and is referred to here as Oasis

"The hirer" is the person hiring equipment from Oasis

"The equipment" is all items provided to or hired by the hirer from Oasis

"The period of hire" means the time commencing with arrival of equipment on site, terminating when the equipment is removed by Oasis

"A Booking" is the contract entered into by the hirer and Oasis

General

These terms and conditions apply to all contracts entered into by Oasis unless otherwise stated in Oasis's written quotation. Any offer of equipment is subject to stock being available on receipt of a deposit at the time of booking.

Limited Companies & LLPs

We are pleased to work for a limited liability company or partnership. As the obligation to settle our fees then rests with the company or partnership, to avoid default we require a director and / or controlling shareholder or a partner to personally sign these Terms & Conditions.

By signing, you as a director / controlling shareholder / partner agree that in the event of any default by the company / partnership you will personally be responsible for all fees and costs payable by the company / partnership to Oasis Events Limited and will indemnify or pay all fees and costs due in this respect. You hereby confirm that you have the authority to engage Oasis Events Limited on behalf of the company / partnership and that you are unaware of any issues which might affect this warranty and agree to personally indemnify Oasis Events Limited for any costs or losses which may accrue if this understanding is incorrect.

Payment Terms

A booking is not confirmed until receipt of a deposit or payment in full and a completed booking form. Oasis invoices are for payment on receipt.

A deposit of 30% of the total hire cost is payable on booking, the remainder to be paid on delivery.

A booking made within 2 weeks of the event must be paid for in full to confirm the booking.

A booking with a value of £500 or less must be paid for in full to confirm the booking.

Hire Terms

A normal hire period comprises up to 3 full days - usually Friday to Monday. Terms for longer periods are available on request.

Site inspection in advance is preferred. On occasions where this is not possible, access details will be discussed in advance.

Oasis cannot be held responsible for damage to lawn or other surfaces or to buried/hidden pipes/cables unless these have been clearly pointed out in advance.

Oasis does not provide power supply or distribution as standard.

The Hire charges do not include attendance by Oasis personnel except during the actual processes of installing and de-rigging the equipment unless otherwise agreed in writing.

Cancellation

In the event of cancellation Oasis will either retain from the deposit paid, or invoice in the event that the amount cannot be recovered from the deposit, the following:

If cancelled more than 28 days before the first day of the planned hire period: 20% of the hire cost.

If cancelled between 14 and 28 days before the first day of the planned hire period: 50% of the hire cost.

If cancelled less than 14 days before the first day of the planned hire period: 90% of the hire cost.

Hirer's responsibilities

In the case of provision of tents Oasis's quotation is dependent on the hirer's provision of a firm level, well drained site with reasonable access for commercial vehicles.

In the case of an interior installation for an existing space, Oasis's quotation for hire charges is dependent on the hirer's assurance that the marquee / building is weatherproof, clear and in good and ready condition for Oasis to commence work on the installation date, with reasonable access for commercial vehicles.

A minimum 13A or 16A power point from domestic or generator supply must be supplied by the hirer within 25 meters of the site for Oasis lighting unless otherwise agreed with Oasis in writing.

The hirer shall agree in advance, or indicate on site, where equipment is to be installed and arrange to be present (or provide a representative) on site to confirm details with the Oasis crew at the beginning of the installation. In the case of Oasis having to proceed with an installation at the agreed time and in the absence of the hirer (or the hirer's representative) Oasis reserves the right to charge for the re-positioning of equipment should this be required.

The hirer shall take all reasonable measures to keep Oasis equipment closed, dry and secure while not in use during the period of hire.

The hirer should not tamper with the structure or any part of the equipment and in particular not affix or suspend from the equipment any item whatsoever without written consent of Oasis.

The hirer should not use any lighting, heating, cooking or other gas or electrical appliances of any kind without the previous consent in writing of Oasis.

The hirer is responsible for obtaining any site permits that may be necessary.

Loss or Damage

The hirer shall during the period of Hire be responsible for the maintenance and safe custody of Oasis's equipment from completion of erection until dismantling.

The hirer must be satisfied with the equipment before use and should notify Oasis of any miscounts, incorrect deliveries or unacceptable equipment before use. Oasis expects the hirer to take reasonable care of equipment supplied. Damage, loss, or excessive soiling will be charged for in full.

Third Party Liability

Oasis will not be responsible for, and the hirer will indemnify Oasis against, all claims for injury to persons, or loss of, or damage to, property, however caused, save to the extent that such injury or damage resulted from faulty materials, workmanship or negligence on the part of Oasis.

The hirer shall be responsible for any damage or loss charges on items arranged by Oasis on behalf of the hirer via third parties between the time of delivery and collection by the third party to the hirer.

Variations

Oasis will use its best endeavours to supply the hirer with the equipment ordered but where this is not possible Oasis will notify the hirer as soon as possible with details of alterations to the design and specifications of the equipment. Where alteration is fundamental the hirer may terminate this contract and any deposit paid will be refunded.

Force Majeure

While every possible effort will be made by Oasis to complete an order, Oasis cannot be held liable for non-completion of orders due to matters beyond its control.