

How to book

1. Contact us - Telephone or email to check availability for your date. Receive a quote for your total booking cost.
2. Confirm fit of chair cover – We can usually advise if our covers will fit the type of chair used at your venue. Alternatively a sample pack may be arranged. For this service we require a £10 deposit payment which is fully refundable providing the pack is returned within 14 days. During this time your date will be provisionally held. A sample pack request form may be downloaded using the link at the bottom of the page – please complete and return along with your deposit payment.
3. If you wish to go ahead and book – Please confirm by telephone, post or email. We will then issue a Booking Deposit invoice for 50% of the total cost of your booking. The deposit payment should be returned along with one copy of our Terms and Conditions of hire, which can be downloaded using the link below, to signed by the named hirer.
DIY Bookings – We also require one photocopy of photographic ID such as a passport/drivers licence.
4. Booking Confirmation – Once a deposit payment is received your booking is secure. Please note your email address on the reverse of your payment as your Booking Confirmation Letter will be sent by email.
5. Final Payments – We will contact you around 3 weeks before your booking date to confirm final numbers. Once confirmed you will receive your final payment invoice by post or email. This payment is due no later than on or before 7 days prior to your booking date. Set-up bookings may pay on our arrival by arrangement.
6. Delivery/Collection arrangements for Set-up bookings – All arrangements regarding set-up and collection will be made directly with your venue. Please contact us in advance if you have any specific instructions that you wish us to follow.
7. Delivery/Collection arrangements for DIY Bookings – You will receive a Courier Booking Form along with your final invoice. This should be completed and returned to us with your final payment. This will then be used to book the delivery/collection of your package as requested.
8. Payments accepted – PayPal (2% surcharge) or cheque – made payable to Every Occasion.

