



# Hire Form

CUSTOMER DETAILS	
NAME:	INVOICE NUMBER
PHONE:	ABN
EMAIL:	COMPANY NAME
ADDRESS:	HOW DID YOU HEAR ABOUT US?

EVENT DETAILS	
TYPE OF EVENT:	EVENT DATE:
VENUE NAME:	VENUE CONTACT PH:
VENUE CONTACT EMAIL:	VENUE ADDRESS:

PICK UP AND RETURN DETAILS + DELIVERY AND COLLECTION DETAILS IMPORTANT INFORMATION:
<p> <input type="checkbox"/> Location for Pick Up and Returns: Shop 4 20-38 Main Street Burdell, QLD, 4818  <input type="checkbox"/> Pick Up and Return times will be discussed individually to suit office times            Please Note: A 'late fee' - Will be applied to any orders not returned prior to the cut-off time please refer to Ts&amp;CS. This will be debited from Credit Card provided below.  <input type="checkbox"/> Delivery and Collection is Subject to Availability  <input type="checkbox"/> There is a delivery charge that will be dependent on distance travelled, amount of hired items, ease of access to venue, etc.         </p>

Emergency Contact details please provide 2	
1st Contact Name:	2nd Contact Name:
Address	Address
Email:	Email:
Phone:	Phone:



# Hire Form

Bank Transfer	
Account name GEFAS PTY LTD	Please use surname and invoice number as reference.
BSB: 014707	Account number: 195850637

SECURITY DEPOSIT for (teaware hire only) Please Note: A compulsory security deposit is required to secure your booking in accordance with your hire package. The security deposit will be returned to you in full to the bank account details below, within 1 week after the full return of all items – Under the provision that they are returned without damage i.e. breakages, chips, cracks, or missing items.

CREDIT CARD DETAILS MUST BE PROVIDED BELOW. The Credit Card provided below will be debited in the event that breakages / losses occur to any booked items where the cost is more than the required security deposit already provided at time of booking. SAME AS ABOVE – Please tick if same Credit Card Details as provided in Payment Methods

Credit Card Payment	
Credit Card Details:	Please Circle: MasterCard    Visa    Amex
Card Number:	Expiry:
CVV:	Signed:
Name on Card:	
I authorise Millie J to charge the following amount to the below stated credit card details.	Amount:

ACCOUNT DETAILS FOR RETURN OF SECURITY DEPOSIT	
Account name	
BSB:	Account number:

BOOKING AGREEMENT AND RETURN

EMAIL

manager.milliejnorthshore@gmail.com

BOOKING AGREEMENT: (MUST TICK LEFT BOX)

I have fully completed this booking form and declare that I have read and agree to the 'Terms and Conditions' set out by Millie J.

I authorise Millie J to debit my credit card in the event that breakages / losses occur to my booked items. I have listed my credit card and bank account details above.

CLIENT SIGNATURE

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE NOTE: Your signature on the booking form is deemed that you have read, understood, and accepted our 'Terms and Conditions of Hire'. Please do not hesitate to contact us if you would like

# High Tea



## BOOKING AGREEMENT AND RETURN

### EMAIL

manager.milliejnorthshore@gmail.com

### BOOKING AGREEMENT: (MUST TICK LEFT BOX)

I have fully completed this booking form and declare that I have read and agree to the 'Terms and Conditions' set out by Millie J. I authorise Millie J to debit my credit card in the event that breakages /losses occur to my booked items. I have listed my credit card and bank account details in the hirer form.

### CLIENT SIGNATURE

Full name:

Signature:

Date:

PLEASE NOTE: Your signature on the booking form is deemed that you have read, understood, and accepted our 'Terms and Conditions of Hire'. Please do not hesitate to contact us if you would like

