

KERI PARTY HIRE

Guidelines and Care of Hire

- Please use our pricelist as a guide for the hire items you may need for your wedding or event. For items you require that are not on our pricelist, please contact us as we may be able to source them for you.
- We offer free advice and consultation for your hire requirements, and have an open door policy regarding communication via phone and email with any queries or changes you may need to make. If you require us to plan your event we can do so, but an Event Management fee will be charged depending on the size of the event. If you require a wedding planner please contact Debrah Shand PH(09)4059645 or 027 4341767.
- If you require set-up of your hire at your wedding or event Keri Party Hire can offer this service for \$90 per hour for a minimum of 3 hours (includes 3 people). Travel costs will be charged if the event is outside Kerikeri.
- When initially booking the hire for your wedding or event please ensure the amount of hire covers the maximum amount of guests to be invited. This is to avoid disappointment when adjusting your guest list closer to the event date; our hire items can become fully booked very quickly so increasing your hire may not be possible.
- **Delivery is not included.** If you require delivery of your hire please contact us at your earliest convenience as this is subject to availability. Minimum delivery charge is \$70 + GST. The delivery rate is charged at \$2 per km per round trip from our premises.
- Please contact us at least 2 weeks prior to your event regarding the collection of your hire. We will advise you on the amount of hire you will be collecting and the type of transport you will require. We will not be responsible for unsafe loads and damage due to poor securing of hire while being transported to and from the event. As per our terms and conditions all damages of hire while in your care will be charged for.

- Please take the time to read our care of hire documents for specific items such as self-erect marquees and curtain lights. To keep these items in an as new condition we appreciate you following these instructions.
- As a safety precaution we recommend the hirer obtain advice from an electrician or lighting specialist when hiring lighting. We recommend checks be made by the lighting specialist after installation by the hirer or by Keri Party Hire.
- **Please take care not to leave tables outside uncovered** as getting them wet damages the mechanisms. Please put them undercover or cover them with a tarpolan. Charges occur if they are returned wet.
- **Please rinse cutlery, crockery and glassware thoroughly.** Unrinsed items are extremely hard to wash if not done immediately after the event. A rate of \$50 for the 1st hour and \$20 per extra hour of rinsing will be charged for returning items that are not rinsed. For outdoor events please make sure you have access to water to rinse your hire; especially at a beach or park where it may not be easily available.
- **Returning of hire.** It is essential to return your hire back as soon as possible due to our high turnover rate. Please return your hire to our premises on Monday between 10-10.30am. (with the exception of public holidays please contact us) If the hire is not returned by Monday 12pm late charges will incur. If you would like to make arrangements for your hire to be returned earlier please make an appointment to do so when you collect your hire.
- Our Marquee hire fee is inclusive of set up and dismantle with the exception of the smaller self-erect marquees. Delivery charges occur if your event is in Russell or outside the Bay of Islands Area. The delivery of the marquee, turf and dancefloor is inclusive in the Marquee hire fee. This does not include the delivery of other items you may hire from Keri Party Hire.
- **Cancellation Fees.** The following charges will apply if confirmed hire bookings are cancelled close to the event date. Deposits of 10% will not be refunded within 2 months of the event date if the hire is cancelled. Cancellation of hire within 30 days of the event will incur a 30% charge of the total hire booked. Cancellation of hire within 2 weeks of the event date will incur a 50% charge of the total hire

booked. However, if we replace your booking with another hire in that period you may be refunded for the items that have been rehired.

- **Please read all conditions of hire documents carefully.** It is the hirers responsibility to read all documents before signing regarding conditions of hire. Our full terms and conditions are available on our website.