

Booking Enquiry Form

Motiv8u

Professional Entertainment

Systems & Services

12 Longclose Avenue

Corsham

Wiltshire

SN13 0NH

T: 01225 811501

F: 01225 812953

E: info@motiv8u.com

W: www.motiv8u.com

Customer Details:	Venue Details:
Name:	Venue Name:
Address:	Contact Name:
	Address:
Contact Tel:	Contact Tel:

Today's Date:		Start Time:	
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Event Date:		End Time:	
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Occasion Type:		Venue Access Time:	
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Please enter any other details in the box below and fax back to us on: 01225 812953
(e.g. age range, amount of people & any special requests you may have to ensure your requirements can be catered for)

Please note that completion of this form is for information purposes only to enable Motiv8u to provide a price for your function, in no way does the completion of this form guarantee Motiv8u being able to cover any function/s detailed. Provisional bookings will be held for a maximum of seven days unless secured by a deposit. Only upon completion of a signed booking conformation form is a booking guaranteed.

TERMS & CONDITIONS OF HIRE

1. Hereinafter the "Client" shall mean the person or an authorised representative of the company with whom this contract is made and Motiv8u.
2. Bookings will only be deemed confirmed and honoured upon our receiving a returned completed signed booking confirmation form, together with any deposit amounts due within 14 days of the booking date stated on the booking confirmation form unless otherwise agreed in writing.
3. The Client accepts full responsibility for the behaviour of attendees of the function detailed within the booking confirmation form to which we are to provide entertainment services, and agrees that any damage to the property of Motiv8u caused by any attendee will be compensated for by the Client at full retail value.
4. The Client accepts that the agreed hire rate associated with this function are for the detailed times as stated on the booking confirmation form and additional time at the request of the Client either prior to or on the event date will incur additional charges at the rate detailed on the booking confirmation form.
5. Unless otherwise agreed by Motiv8u in writing, payment of 50% of the total booking value is due at the time of booking with the balance being payable prior to the commencement of the function.
6. The following cancellation charges are applicable:
 - 75% of the deposit will be refunded 29 days or more prior to the event date.
 - 50% of the deposit will be refunded 15 – 28 days prior to the event date.
 - 25% of the deposit will be refunded 8 – 14 days prior to the event date.
 - 00% of the deposit will be refunded 7 days prior to the event date.
7. Payments by cheque shall only be deemed payment upon clearance of the cheque through the bank account of Motiv8u.
8. Any charges incurred by Motiv8u resulting from returned cheques will be payable by the client.
9. A receipt of any payment will be sent to the address provided on the booking form upon request.
10. It should be noted that Motiv8u special effect lighting systems incorporate strobe lighting and smoke / haze machines, it is the responsibility of the Client to ensure all attendees are aware of this and to advise Motiv8u before commencement of the function should there be any concerns regarding the use of these effects, consequently Motiv8u accepts no liability for associated complaints relating to these effects.
11. Motiv8u require at least two hours prior to the start of the event for setting up & testing of equipment.
12. The Client is responsible for the provision of suitable and safe electricity supply, we require no less than three 13 amp mains power outlets from fixed sockets within the venue.
13. Upon arrival the Client is to provide Motiv8u staff with details of all fire and evacuation routes from the venue and locations of any safety / fire fighting equipment, this will enable us to expedite the safe evacuation of the venue.
14. If at any time before or during the function we deem our staff or property to be under threat, verbally or physically, we reserve the right to either suspend or terminate the entertainment without further notice. In the event of this happening refunds are not applicable.
15. The Client will make provisions for suitable changing facilities where required and provide light refreshments for the staff of Motiv8u associated with the contracted event.
16. This agreement constitutes the entire agreement between Motiv8u and the Client and no representation or statement, verbal or otherwise, as regard to specification or performance of the services contained in this agreement shall be binding on Motiv8u. No alteration, waiver or modification of the printed terms of this agreement shall be valid unless agreed in writing by the management of Motiv8u.
17. This contractual agreement between Motiv8u and the "Client" shall be governed by and construed in accordance with the laws of England.