



## Crockery Hire Order Form

CUSTOMER COPY

Please complete the order form below and either post or email. All items listed below must be returned within the allocated time or a further charge will be made. All items are hired on a 3 day service (Mon-Sat).

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel Number: \_\_\_\_\_

Collection Date: \_\_\_\_\_ Collection Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

### Items available to hire:

Item	Cost of hire Per item	Qty Required
<b>Crockery</b>		
Standard White Side Plate 7.5"	25p	
Standard White Lunch/Dinner Plate 9.5"	25p	
Standard White Soup/Dessert Bowl 8"	25p	
Standard White Tea/Coffee Cup	20p	
Standard White Tea/Coffee Saucer	15p	
Standard White Sugar Bowl	15p	
Standard White Oval Eared Vegetable Dish 11"	40p	
Standard White Ramekin/Pot	35p	
Standard White Gravy Boat	50p	
<b>Cutlery</b>		
Basic Dinner Knife	15p	
Basic Dinner Fork	15p	
Basic Dessert Spoon	15p	
Basic Soup Spoon	15p	
Basic Tea Spoon	10p	
Beaded Dinner Knife	25p	
Beaded Dinner Fork	25p	
Beaded Dessert Spoon	25p	
Beaded Dessert Fork	25p	
Beaded Soup Spoon	25p	
Beaded Tea Spoon	20p	
Beaded Fish Knife	25p	
Beaded Fish Fork	25p	

Serving Spoon	75p	
Cake Server	75p	
Serving Tongs	75p	
<b>Glassware</b>		
Small Sherry Glass	25p	
Champagne Flute 210ml	25p	
Small Wine Glass (Goblet)	20p	
Large Wine Glass	25p	
Water/Whisky Tumbler	25p	
Hi Ball Glass Tumbler	20p	
Pint Glass	20p	
Half Pint Glass	20p	
Small Milk/Cream Jug	75p	
Large Juice/Water Jug	£1.25	
Small Glass Ramekin/Pot	50p	
<b>Equipment/Service Items</b>		
Large Stainless Steel Airpot 5L	£8.00	
Large Black Insulated Coffee Pot/Jug	£5.00	
Large Tea Pot	£5.00	
20L Stainless Steel Hot Water Boiler/Urn	£15.00	
8 Cup Cafetiere (glass insert)	£5.00	
Cupcake Tower/Stand	£4.00	
Celebration Cake Stand	£6.00	
Napkin Displays	£2.00	
Stainless Steel Serving Platters & Bowls (various sizes)	POA	
Staff Service (e.g. Waiter/Waitress)	£30.00 pp/ph	

### Terms & Conditions of Hire

Costs listed above are for a 3 day hire (Mon-Sat) – Min order is £20 unless ordered alongside one of our buffets.

Hire is for customer collection & return only.

If you are unfortunate enough to have a breakage or a loss whilst hiring from us, we would make a charge of the cost of the hire of that item x 5 to cover the cost of replacement. A 20% washing fee will be applicable if items are returned dirty.

Payment can be made by cash, cheque or bank transfer (bacs). Payment MUST be received on or before collection and NO orders are secured until full payment has been received. For orders over £100 we can secure a booking with a 50% deposit (non refundable).

A 25% (or £20 whichever is higher) returnable security deposit will be required at the time of collection and this will be refunded to you at the point of return when all items have been checked back in safely. Any missing, damaged or dirty items will be deducted out of this deposit.

All items will be checked in when you return them so please allow yourself time to wait for us to do this as we will only refund security deposits if all items have been checked back in safely

It is always advisable to call or email us to check that your required items will be available for the dates you need them.

I (the hirer) agree to the terms & conditions above and I will return all items listed within the allocated time

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

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