

Your address

Customers Address

Your Ref.
Date.

Dear *Name*

Re. *Event /number of guest / Date*

Thank you for your enquiry, I have pleasure in confirming the following booking:-

Item	Description	Price
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Total	£
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Deposit required £

I agree to hire the above equipment.

Signed _____ Date _____

Please note:-

The booking is subject to our standard terms and conditions.

We have reserved the above stock for your event. If you wish to cancel you need to obtain a cancellation number from our office.

If you do not have a cancellation number you will be charged for the hire of the equipment.

Failure to return this form or pay deposit does not constitute a cancellation.

If you do not pay the deposit within 10 days we reserve the right to cancel your booking.