

Please complete ALL details. Block capitals please

Date Of Wedding Or Event.....

Name Of Bride.....

Name Of Groom.....

**Collection Address**.....

.....Post Code.....

Telephone Number.....

**TIME CAR TO ARRIVE AT THE COLLECTION ADDRESS**.....

TOTAL NUMBER OF TRIPS TO CEREMONY VENUE.....

**Church/Ceremony Venue Address**.....

.....Post Code.....

**Time Of Ceremony**.....If R.C state length of service.....

**Reception Address**.....

.....Post Code.....

**TIME CAR FINISHED WITH AT YOUR FINAL ADDRESS**.....

*This is the time you release the car to make its way back to base*

OFFICE USE ONLY

DEPART FROM BASE

Time.....

ARRIVE BACK AT BASE

Time.....

Additional time requested after the booking has been accepted is calculated and charged in ½ hr units or part thereof per vehicle as shown below.

	PRE-BOOKED	NOT PRE-BOOKED
CAR 1		
CAR 2		
CAR 3		

NOTES

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TOTAL HIRE CHARGE.....

DEPOSIT REC.....

BAL DUE BY.....

**TOTAL NUMBER OF HOURS HIRE YOU ARE BOOKING** .....

Remember to include travelling time from our base and return to base

Name Of Vehicle	No. of Pass 1st Trip to Ceremony	No. of Pass 2nd Trip to Ceremony	Number of Pass To Reception
CAR 1			
CAR 2			
CAR 3			

ADDITIONAL INFORMATION

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TOTAL NUMBER OF HOURS HIRE YOU ARE BOOKING	
TOTAL HIRE CHARGE	£
<b>DEPOSIT</b> £100 per vehicle Non Refundable	£
<b>BALANCE</b> Due 6 Weeks Prior To Date Of Hire	£

**Terms and Conditions:** Our full Terms and Conditions should be read before making payment or signing. These are displayed on our website.

**Cancellation:**

Cancellation received 85 days or more prior to date of hire: 10% of outstanding balance will be due

Cancellation received 84 days or less prior to date of hire: Outstanding balance in full will be due

In the event of cancellation the deposit will not be used in lieu of any fees due.

Cancellation fees will automatically be debited from the card details on file. Telephone cancellations will not be accepted and must in writing and signed by the Hirer.

**ADDITIONAL TIME:** Additional time by prior arrangement: Payment due by the Balance Payment Due Date. If this date has passed, payment due immediately.

Additional time arranged anytime on the day or without prior Arrangement: Payment due immediately. An administration charge of £10.00 will apply

**Hirers Details**

Name .....

Address.....

.....Post Code.....

Tel. No.....Mobile No.....

Email.....

Debit Card    Credit Card    Please Circle

CARD NUMBER.....Start. Date.....Exp. Date.....Sec. No.....

Credit card fees 2.5% Amex 3.75% Debit card – no fee

Registered name and address of card holder.....

I accept and agree to be bound by Bow Field Hire Terms and Conditions of Booking.

I have supplied credit/debit card details to make payment of a non refundable deposit of: £.....

I agree that the outstanding balance payment will be due 6 weeks prior to the date of hire and will be debited automatically from my card details above unless I have made alternative arrangements in advance.

I agree that if I should cancel the hire, the above cancellation rates will apply and the appropriate fee will be debited from my card details above.

If I extend the agreed Hire Period after my booking has been accepted It will be by prior arrangement, time permitting and will be charged at the half hourly rates as shown on my Booking Confirmation.

Should my card be declined or reach its expiration date prior to any payment becoming due, I shall provide alternative card details.

Signature of Hirer.....

Print Name.....

Date.....

PLEASE NOTE We will always do our best to accommodate an extension/addition of time after your booking has been accepted but this is not always possible. Additional time requested during the Hire Period will be at the discretion of the chauffeur and time permitting. We do not advise you take extra time without prior arrangement.

Please email both of the completed forms or send by post to: Bellwood, Ifield Wood, Crawley, West Sussex RH11 0LE  
Tel. 01293 511088    weddingcars@bowfieldhire.co.uk