



## PENRITH'S PREMIER PARTY HIRE & EVENT SPECIALISTS



[www.penrithpartyhire.com.au](http://www.penrithpartyhire.com.au)  
email: [hire@penrithpartyhire.com.au](mailto:hire@penrithpartyhire.com.au)  
showroom: 2 Coombes Drive, Penrith



Ph: 4731 1313



**Showroom Hours**  
**Monday**  
6.30am - 5pm  
**Tuesday - Friday**  
7am - 5pm  
**Saturday**  
8am - 12pm



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Prices current as of October 2022 and are subject to change without notice.

**All peg & pole marquees (incl. wedding marquees)**

can be installed on grass only.

When installing we need extra room for ropes & pegs  
e.g.: 6 x 6m marquee requires 8 x 8m grass area

**WHITE MARQUEES (Peg & Pole)**

Metres	Seated	Standing	Erected
3.6 x 5.5	20	30	195.00
4.6 x 4.6	20	30	195.00
4.6 x 6.5	30	45	239.00
4.6 x 9	42	63	310.00
5 x 7	35	52	263.00
6 x 6	36	54	277.00
6 x 9	54	82	378.00
6 x 12	72	108	540.00
6 x 15	90	135	675.00
6 x 18	108	162	810.00
6 x 21	126	190	945.00
6 x 24	144	216	1080.00
6 x 27	162	243	1215.00
6 x 30	180	270	1350.00
9 x 9	81	121	608.00
9 x 15	135	200	1012.00
9 x 21	189	245	1417.00
9 x 27	245	365	1822.00

**MARQUEE WALLS**

Our white and clear marquee walls are suitable for our peg and pole, wedding and free standing marquees.

White \$17.00 per 6m

Clear \$39.00 per 6m

**WHITE WEDDING MARQUEES (Peg & Pole)**

PPH only supplies quality "Baytex Electron" for all wedding marquees.

All wedding marquees have the option of tailor made silk linings to suit them at an additional cost. See silk lining price list for more details.

Metres	Seated	Standing	Erected
6 x 6	36	54	315.00
6 x 9	54	82	459.00
6 x 12	72	108	612.00
6 x 15	90	135	765.00
6 x 18	108	162	918.00
6 x 21	126	190	1071.00
9 x 9	81	121	689.00
9 x 15	135	202	1148.00
9 x 21	189	283	1607.00
9 x 27	245	365	2066.00
12 x 12	144	216	1296.00
12 x 18	216	324	1944.00

**WHITE FREE STANDING MARQUEES**

(Aluminium Framed)

These marquees can be installed on concrete/pavers/grass etc and are great for tight spaces as they do not have ropes or internal centre poles. If not on grass, weights are required to stabilise the marquee. A 10% surcharge is added for weights.

Metres	Seated	Standing	Sq. Metres	Erected
3 x 3	10	15	9	210.00
4 x 4	16	24	16	364.00
4 x 8	32	48	32	608.00
4 x 12	48	72	48	840.00
4 x 16	64	96	64	1120.00
4 x 20	80	120	80	1400.00
5 x 5	25	38	25	499.00
5 x 10	50	75	50	875.00
6 x 3	18	27	18	415.00
6 x 6	36	54	36	630.00
6 x 9	54	82	54	945.00
6 x 12	72	108	72	1260.00
6 x 15	90	135	90	1575.00
6 x 18	108	162	108	1890.00
6 x 21	126	190	126	2205.00
6 x 24	144	216	144	2520.00
6 x 27	162	243	162	2835.00
6 x 30	180	270	180	3150.00
10 x 10	100	150	100	1825.00
10 x 12	120	180	120	2190.00
10 x 15	150	225	150	2737.00
10 x 18	180	270	180	3285.00
10 x 20	200	300	200	3650.00
10 x 21	210	315	210	3832.00
10 x 24	240	360	240	4380.00
10 x 27	270	405	270	4927.00
10 x 30	300	450	300	5475.00

**FREE STANDING MARQUEE SILK LININGS**

Metres	Installed	Metres	Installed
6 x 3	150.00	6 x 21	882.00
6 x 6	252.00	6 x 24	1008.00
6 x 9	378.00	10 x 9	1642.00
6 x 12	504.00	10 x 10	700.00
6 x 15	630.00	10 x 15	1050.00
6 x 18	756.00	10 x 20	1400.00

**WEDDING MARQUEE SILK LININGS**

Metres	Installed	Metres	Installed
6 x 6	216.00	9 x 9	486.00
6 x 9	324.00	9 x 15	810.00
6 x 12	432.00	9 x 21	1134.00
6 x 15	540.00	9 x 27	1458.00
6 x 18	648.00	12 x 12	864.00
6 x 21	756.00	12 x 18	1296.00

SEATING CAPACITIES FOR ALL MARQUEES ARE ONLY A GUIDE.

MORE INFORMATION IN STORE.

<b>"B" GRADE WHITE MARQUEES (Peg &amp; Pole)</b>			
<b>Metres</b>	<b>Seated</b>	<b>Standing</b>	<b>Erected</b>
6 x 6	36	54	235.00
6 x 9	54	82	330.00
6 x 12	72	108	432.00
9 x 9	81	121	486.00
Walls: White \$17.00 per 6m seconds \$12.00 per 6m			

<b>QUICK SHADE OPTIONS</b>	
Market Marquee, white, 3 x 3m (pop-up)	99.00
Market Marquee, with tables & skirt	135.00
Walls for market marquees - 3m	10.00
Market Umbrellas, white, 2m square, windproof with base	49.00
Market Umbrellas, white, 3m square, windproof with base	69.00
TARP KITS - Supply only 5m x 5m white tarp kit Includes 5 pegs, 3 poles & centre pole	89.00

<b>OUTDOOR DANCE FLOORS</b> (assembled on level surface)	
3.6m x 3.6m - suits approx. 30 people	150.00
3.6m x 4.8m - suits approx. 40 people	200.00
3.6m x 5.4m - suits approx. 50 people	225.00
Additional sections - 1.8m x 1.2m each	25.00
Full size timber floor - assembled in marquee - per sq. metre approx	12.00
Self erect flooring - 1.8m x 1.2m p/sheet	18.00
Pro-floor - grey plastic tiles, ground protection/walkways - per sq. metre	9.00

<b>INDOOR DANCE FLOORS &amp; CARPET RUNNERS</b>	
Parquetry Dance floor, including gold edging - per sq. metre approx (assembled on carpet surface)	21.00
Red carpet runners - 4m x 1.2m	65.00
Red carpet runners - 8m x 1.2m	105.00

<b>STAGING &amp; CATWALKS</b> (assembled - various heights available)	
Quattro Premium Indoor Staging 1.8m x 1.2m sections each. Part decks available	84.00
Stage sections- modular 1.2 x 1.2m each indoor/outdoor	44.00
Stage skirting - black ruffled linen	55.00
Stage steps - various heights	35.00
10 x 5 metre stage cover (50 sq. metres)	912.00
Disabled access ramps - stage variable	<b>P.O.A</b>

<b>CHAIRS &amp; STOOLS</b>	
Grey plastic bistro chairs - outdoor	1.40
White plastic bistro chairs - outdoor	1.75
White <b>premium</b> plastic bistro chairs - outdoor	2.40
Black flat folding chairs - indoor	2.20
Black comfort chairs, padded seat with black frame - indoor	4.00
White padded folding wedding chairs	7.50
White Tiffany wedding chairs, padded	8.80
Tolix bar stools - silver or white, 76cm tall	8.00
Bar stools - black plastic seat & back chrome frame	8.00

<b>RECTANGULAR TABLES</b> (flat fold - 75cm wide)	
1.8m rectangular, H/Duty blow moulded top (seats 6 - 8)	10.50
2.1m rectangular, timber top, metal frame (seats 8 - 10)	11.50
2.4m rectangular, timber top metal frame (seats 8 - 10)	12.50
Table raisers - lifts table 100mm, set of 2 (suits serving tables or bar service)	6.00

<b>ROUND TABLES</b> (Flat fold)	
900mm round, white plastic top (seats 4)	10.50
1150mm round, cream plastic top (seats 6)	12.00
1500mm round, timber top (seats 8)	14.00
1800mm round, timber top (seats 10)	18.00
Cake / Cafe table, s/steel 60cm diameter x 78cm high	15.00
Bar tables/drink islands, s/steel 60cm diameter x 1.1m high	18.00
Bar table, timber slatted top, 60cm diameter x 1.1m high	20.00

<b>KINDY TABLES &amp; CHAIRS</b>	
Kindy tables - Black 1.8m x 60cm rectangular timber top. Seats approx. 10 children	10.50
Kindy tables - white 1.5m x 75cm rectangular plastic top. Seats approx. 10 children	10.50
Kindy tables - white 1.15m diameter round plastic top. Seats approx. 8 children	10.50
Kindy chairs - yellow	1.40
Kindy Tiffany Chairs - white plastic	4.50

LIGHTING	
White rice paper lanterns <b>fitted from</b> (only erected in our marquees)	77.00
Black Chandeliers <b>from</b> (only erected in our marquees)	95.00
Festoon lights - 10m individual lengths with 10 coloured or clear globes	21.00
LED floodlights - single - 45W	17.00
Twin LED floodlights - on tripod stand	22.00
Fluorescent lights - twin 36w x 1200mm fitted in marquees	27.00

DISCO & DANCE LIGHTING	
Black lights / ultra violet - 1200mm	26.50
Disco lights - 2 box set, multi coloured music activated - speed adjustable	47.00
Laser light - Tri-coloured, music activated	59.00
Jive light - LED, multi coloured music activated - 2 spray beams	45.00
Disco balls - LED multi coloured music activated	47.00
Par can light - LED multi coloured	32.00
Strobe lights speed adjusted	35.00
Fog machines - includes fog liquid (Fog machines discounted to \$30.00 when hired with any coloured disco lighting)	45.00

SOUND EQUIPMENT	
PA System, small - wireless microphone	75.00
PA system, large, portable includes 1 x speaker & 2 wireless mic	99.00
Microphone Stand with boom - telescopic	18.00
Stereo system - to suit iPod, laptop etc incl. amplifier, 2 x speakers & iPod cable	130.00
Mic/mixer set - combatable with stereo	50.00
Wireless microphone kit	40.00

WEDDING PRODUCTS	
Wishing wells - wedding	50.00
Round, white tcloth suit 60cm cake table	10.50
4m Table flounce includes velcro clips	46.00
6m Table flounce includes velcro clips	56.00
Chair covers - DIY, Lycra ( <b>Black</b> or White)	5.50
Serviettes / napkins, linen ( <b>Black</b> or White)	1.50
Red carpet runners - 4m x 1.2m	65.00
Red carpet runners - 8m x 1.2m	105.00
White padded folding wedding chairs	7.50
White Tiffany wedding chairs, padded	8.80
Cake knives - 340mm - stainless steel	3.00

LINEN TABLECLOTHS	
(includes laundering)	
Rectangle, white or <b>black</b> - to suit up to 2.4m table (275 x 137cm)	10.50
Round, white or <b>black</b> - to suit up to 1150mm diameter table (224cm diameter)	10.50
Round, white or <b>black</b> - to suit up to 1800mm diameter table (275cm diameter)	13.00
XL round, white or <b>black</b> - to suit up to 1800mm diameter table. Full length drop <b>(300cm dia)</b>	15.00
Round, white - to suit 60cm diameter cake table (180cm diameter)	10.50
Square, white - 1.8m x 1.8m	10.50
Serviettes / napkins, linen ( <b>Black</b> or White)	1.50
4m Table flounce - includes clips	46.00
6m Table flounce - includes clips	56.00
Chair covers - DIY, Lycra (Black or White)	5.50
Lycra Bar socks, <b>black</b> - suit bar tables	15.00
Lycra Bar socks, <b>black</b> - when ordered with our bar tables	12.00
Lycra Bar socks, <b>white</b> - suit bar tables	19.00

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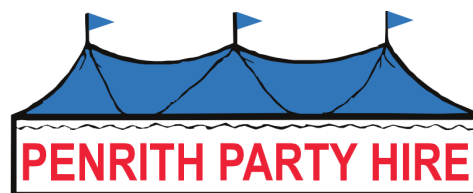
<b>PROMOTIONAL &amp; FUNDRAISING</b>	
Bollards - chrome - suit ropes or chains	11.50
Red ropes - to suit bollards - 2 metres	8.50
Pinnable Display boards / Partitions 1800 x 1500mm - grey	45.00
Pinnable Display boards / Partitions 1500 x 1500mm - dark blue	45.00
Lecterns - modern - steel & timber	55.00
Raffle / Lottery barrel - clear perspex with key barrel height: 1m x 600mm overall height: 1.3m	87.00
Market marquees, white, 3 x 3m (pop-up) incl. tables & skirt	135.00
Chocolate/prize wheel - 1.8m high x 80cm diam. Numbers 1 to 50	77.00

<b>MISCELLANEOUS ITEMS</b>	
Plastic 29kg weights	6.00
Garbage bins - black 60L, incl. lid & liner	4.50
Fans, Pedestal, 71cm adjustable	42.00
Extension leads - various sizes up to 10 metres	5.50
Extension leads - 25 metres	9.90
Port-a-loos - fresh water flush	<b>P.O.A</b>
Generators - 2kva Inverter/Silenced (petrol)	95.00
Frozen Cocktail machines - twin tub Pack 1 - 20 litres syrup incl. Cups & straws	209.00
Frozen Cocktail machines - twin tub Pack 2 - 40 litres syrup incl. Cups & straws	240.00
Additional C/tail syrup - alcoholic flavours - 10L - pre-mixed	27.00
Additional C/tail syrup - non- alcoholic flavours - 10L - pre-mixed	23.00



<b>HEATERS</b>	
Space Heaters - inc. 2 x 8.5kg gas bottles Heats enclosed area approx. 9 x9m	99.00
Patio Heaters - s/s approx. 2.2m tall incl. 1 x 8.5kg gas. Heats approx. 5m diam.	77.00
2 x Patio heaters incl. 8.5kg gas cylinders	140.00
3 x Patio heaters incl. 8.5kg gas cylinders	199.00
Area Heaters - s/s approx. 132cm tall incl. 1 x 8.5kg gas bottle	85.00
2 x Area heaters incl. 8.5kg gas cylinders	160.00
3 x Area heaters incl. 8.5kg gas cylinders	225.00

<b>DRINK STORAGE</b>	
Drink dispenser – Glass – approx 8.5 litres	19.50
Ice tubs - plastic, approx. 50 litres	4.50
Eskies, large 135 litre ice chest - insulated with hinged lid (holds approx. 200 cans)	32.00
Cordial dispenser - 18L insulated with tap	18.50
Champagne/ice bucket - s/s (table)	3.75
Stand for Champagne/ice bucket - s/s	4.00



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**VISIT OUR SHOWROOM**

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**7:00am - 5pm**

**Saturday**

**8:00am - 12pm**

**Need a quote?**

**Contact us on 02 4731 1313**

**or**

**Email: [hire@penrithpartyhire.com.au](mailto:hire@penrithpartyhire.com.au)**

<b>CATERING &amp; COOKING EQUIPMENT</b>	
(all roasting ovens, BBQ's & gas rings include 8.5kg gas)	
BBQ's - s/steel, 550mm x 1150mm	85.00
Roasting oven - s/steel, 40kg cap. Max.	95.00
Roasting oven - s/steel, 80kg cap. Max.	135.00
Triple gas rings - cooker	50.00
4 Tray bain-maries - for meats / rices etc	59.00
6 tray bain-maries - glass fronted display	85.00
Heatlie HotBox S/Steel Warmer, inc 10 racks	190.00
Additional 8.5kg gas bottles	30.00
Chafing dishes - single or twin tray, suit buffet tables - incl. 2 x 2hr disposable fuel	33.00
Chafing fuel - 2hr burn (disposable cans)	2.50
Chafing fuel - 4hr burn (disposable cans)	3.50
Pie ovens - small (50 pie) glass doors (49cm high x 59cm wide x 35cm deep)	55.00
Pie ovens - large (100 pie) glass doors (58cm high x 75cm wide x 35cm deep)	65.00
10L hot water urns - 40 cups	22.00
20L hot water urns - 80 to 100 cups	27.00
30L hot water urns - 120 to 150 cups	35.00
Coffee percolators - 40 cups	39.00
Coffee percolators - 120 cups	49.00
Coffee plungers, glass - 12 cups	12.00
Teapots - s/steel, 4.6L - 24 cups	7.50
Electric hot plates - twin element (b/top)	25.00
Deep fryers - single, 5L cap. (10 amp)	55.00
Deep fryers - double, 2 x 5L cap. (10 amp x 2)	99.00
Soup kettles - 9L, includes ladel	38.00

<b>GLASSES &amp; DRINKWARE</b>	
Beer glasses - 285ml - Brasserie	0.58
Red wine glasses - 310ml - Elegance	0.58
White wine glasses - 180ml - Elissa	0.58
Stemless wine / dessert - 490ml - Ducale	0.58
Champagne flutes - 190ml - Crown	0.58
Champagne Coupe – 200ml – Crown Crysta	0.58
Hi-ball glasses - 300ml - Elegance	0.58
Hurricane cocktail glasses 444ml - Squall	0.78
Cocktail / Martini glasses - 133ml - Citation	0.68
Cocktail / Martini glasses - 177ml - Citation	0.68
Tumblers/Scotch glasses - 230ml - Lexington	0.58
Shot glasses - 30ml	0.50
Wine carafes - glass - 750ml	2.20
Wine carafes - glass - 1 litre	2.50
Beer/Juice jugs - glass - 1140ml	2.50
Juice jugs - polycarbonate - 1140ml	2.20
Punch bowl sets - incl. ladel & cups	9.50

<b>WHITE CROCKERY - BROAD-RIM RANGE</b>	
Broad-Rim Tivoli Side Plates - 165mm	0.65
Broad-Rim Tivoli Plates - 265mm	0.65
Broad-Rim Tivoli Plates - 280mm	0.65
Broad-Rim Pasta Bowls - 255mm	0.70
Broad-Rim Pasta Bowls - 310mm	0.70

<b>SERVING AND TABLEWARE</b>	
Bar trays - 35cm round - black - non slip	4.00
Bread baskets - small, table size	1.00
Bread baskets - large, suit buffet tables	5.00
Butter pats - 60 x 28mm - white	1.00
Cupcake stands, perspex, 4 tier	16.00
Display stand – 3 tier, incl 3 x 280mm plates	7.50
Cake servers - 260mm - stainless steel	2.00
Water jug – S/Steel, 1.5 litre w/ice lip (table)	4.50
Champagne/ice buckets - s/steel (table)	3.70
Champagne/ice buckets stands - s/s	4.00
Cream jugs - 120ml - white ceramic	2.00
Milk jugs - 400ml - white ceramic	2.00
Gravy boats - s/steel	2.00
Salad servers - s/steel - per pair	2.00
Salt & pepper shakers - crockery - per pair	2.00
Serving spoons - with Bakelite handles	1.00
Serving tongs - s/steel, catering quality	1.00
S/Steel platters, oval - 40cm diam.	3.75
S/Steel platters, oval - 60cm diam.	4.75
White square melamine bowls -30 x 30cm	3.50
White square melamine platters- 25x25cm	2.00
Table number stands, 30cm, incl number cards	2.50

<b>WHITE CROCKERY - BASIC RANGE</b>	
Bread & butter plates - 165mm	0.59
Entrée plates - 205mm	0.59
Dinner plates - 250mm	0.59
Extra large dinner plates - 300mm	0.69
Soup / Dessert bowls - 200mm	0.59
Large pasta/cereal bowls - 230mm	0.59
Udon / Noodle bowls - 150mm	0.59
Cake plate - 350mm, white	2.50
Ramekins / Soufflé dish - 80mm x 30mm	1.00
Ramekins / Soufflé dish - 90mm x 48mm	1.00
Cups & saucers - coffee / tea	0.75
Coffee mugs	0.59

<b>S/STEEL CUTLERY - BASIC RANGE</b>	
Knives - entrée /bread & butter /dinner /steak	0.44 each
Forks - entrée / dinner / dessert / cake	0.44 each
Spoons - soup / tea / dessert	0.44 each
Splayds - 180mm	0.44
Cake knives - 340mm - stainless steel	2.00
Cake servers - 260mm - stainless steel	2.00

<b>S/STEEL CUTLERY - PREMIUM RANGE</b>	
Bogart knives - dinner / entrée	0.59 each
Bogart forks - dinner / entrée	0.59 each
Bogart spoons - dessert / soup / tea	0.59 each
Bogart Cheese Knives	1.00 each
Bogart Serving Spoons	1.00 each

<b>HELIUM CYLINDERS</b>	
includes regulator	
Helium tanks for 50 balloons (CL)	65.00
Helium tanks for 100 balloons (D)	118.00
Helium tanks for 300 balloons (E)	299.00
Helium tanks for 800 balloons (GX)	819.00

<b>HELIUM &amp; BALLOON KITS</b>	
Includes: Helium cylinder, regulator metallic/pearl balloons & ribbons with clips	
50 helium kit - metallic/pearl balloons	75.00
100 helium kit - metallic/pearl balloons	138.00
300 helium kit - metallic/pearl balloons	355.00
800 helium kit - metallic/pearl balloons	925.00

<b>BALLOONS &amp; BALLOON ACCESSORIES</b>	
<b>Balloon &amp; ribbon colours available:</b>	
<b>Metallic:</b> gold, silver, black, green, blue, purple, pink, red, orange, yellow, rose gold & assorted	
<b>Pearl:</b> white, lime green, light blue, lilac, light pink	
Metallic/pearl balloons - 25 pack	4.50
Ribbons with clips - 25 pack	3.00
Balloon seals / clips - 100 pack	3.00
Round foil balloons - helium filled	7.00
Lge number foil balloons - silver helium filled	12.00
Balloon weights - star shape gold, silver, black, green, lime green, royal blue, light blue, purple, light pink, hot pink, red & orange	2.50

<b>DISPOSABLE NAPKINS</b>	
Dinner napkins - <b>Linen Look</b> - White - 50 pack	9.00
<b>2 ply luncheon napkins - 40 packs</b>	
Luncheon napkins -white, green, lime green, blue, light blue, purple, lilac, magenta, red, light pink, orange, yellow, burgundy, turquoise	3.50
Luncheon napkins - black, silver & gold	5.00

<b>CONFETTI</b>	
Table confetti - 18th, 21st, 39th, 40th, 50th, happy birthday, wedding doves	2.50

<b>DISPOSABLE PLASTIC DRINKWARE</b>	
Clear tumblers - 285ml (50 pack)	5.95
Clear tumblers - 425ml (50 pack)	6.95
Wine goblets, gourmet - 150ml (10 pack)	5.95
Champagne flutes, gourmet - 150ml (10pk)	5.95
Cocktail glasses, gourmet - 170ml (pack 10)	5.95
Shot glasses, fluoro - 30ml (25 pack)	6.95
Paper coffee cups, double walled - 237ml (25pk)	3.95
Strofoam hot cups - 237ml (25pk)	2.00

<b>DISPOSABLE WHITE PLASTIC PLATES / BOWLS</b>	
Regular oval plates - 275 x 215mm (50pk)	9.50
Large oval plates - 300 x 230mm (50pk)	11.95
Round dinner plates - 230mm (50pk)	7.95
Round b & b plates - 180mm (50pk)	6.50
Round dessert bowls - 180mm (50pk)	6.95
Large black salad bowls - 300mm	2.75
Compartment trays, 385mm round - black	2.75
Platters, white oval - 395mm	2.75
Foil trays with lid - 300 x 250 x 50mm	1.75

<b>DISPOSABLE PLASTIC CUTLERY</b>	
White 'superior' knives (50 pack)	4.75
White 'superior' forks (50 pack)	4.75
White 'superior' dessert spoons (50 pack)	4.75
White teaspoons (100 pack)	2.50

<b>DISPOSABLE PLASTIC &amp; PAPER TABLECOVER</b>	
Paper tablecloth rolls - white 30m x 1.12m	25.00
Plastic tablecloth rolls, various colours 30m x 1.22m	17.00
Rectangle plastic tablecloths - pre cut various colours - 137cm x 274cm	3.00
Round plastic tablecloths - pre cut various colours - 213cm diameter <b>Plastic tablecloth colours available:</b> <b>Gold, silver, black, white, green, lime green blue, light blue, purple, lilac, magenta, red</b>	3.00
White plastic table skirts - 73cm x 426cm	7.00
Table clips - white plastic (4 pack)	2.00
Table clips - clear (24 pack)	6.00

# Terms and Conditions

## **DELIVERIES**

For weekend events we generally deliver on a Thursday/Friday/Saturday (Saturday limited timeframes) and pick up Monday/Tuesday. If you have a mid-week function, delivery is usually made the day prior and picked up the day after the function.

If your function is out of hours or on public holidays, we can still cater for your needs, but extra charges may apply.....please speak to our staff to assist you.

## **DELIVERY CHARGES**

Are additional to the hire costs. Delivery charges are extra and costs depend on suburb and access to the location.....please advise our staff with as much detail as possible to assist with delivery charges.

## **MARQUEES**

Require additional room to install, if not a free standing structure. We also need to know of any underground utilities eg, water pipes, electricity etc.....we do not take responsibility for any damage to underground utilities, so therefore need to be advised on delivery where any utilities are to avoid this on the day.

## **PICKING UP**

Minimum \$50.00 refundable bond is to be paid when picking up goods from our store. When items are returned clean and without damage, the bond is refunded in the same way it was paid.

## **PAYMENT**

We usually require a 20% non-refundable deposit to secure a booking. Balance is to be paid on or prior to delivery.

Payments are cash on delivery or credit card/direct transfer/money order PRIOR to delivery.

## **CANCELLATIONS**

In the event of cancellation by the hirer the following applies:

In excess of two (2) week's notice prior to the event, the booking deposit (20%) is non-refundable but may be transferred to a rescheduled function.

Less than two (2) week's notice but more than 48 hours prior to the delivery date, 50% of the total charges are payable.

Cancellation less than 48 hours to delivery date, total charges are payable.

## **BONDS**

All bonds are refunded from our office, after equipment has been returned and checked.

## **CLEANING, BREAKAGE & LOSSES**

All crockery, glassware, catering equipment, carpets etc are to be returned clean and dry. A bond is charged with these items, and is refunded if no breakage/damage has occurred, and items have been returned clean and dry.

All breakages and losses must be paid for by the hirer. If you have a bond then the losses are taken from that. If the fee exceeds the bond charged, the hirer is required to pay the balance.