

ECF Booking Form		Name	Event Date	Venue Name
Please complete all shaded boxes - please check all boxes completed by Essex Chair Flair				
EVENT DETAILS	Date		Venue name	
	Time of event		Venue address	
	Access Time From		Venue postcode	
	Venue contact			
	Venue phone number		Suite/room	
	Venue email address		Ceremony room	
CLIENTS CONTACT		<i>*see 4.5 in T&Cs</i>	*Location In/Out	
	Clients name		2nd contact	
	Address		Address	
	Postcode		Postcode	
	Daytime number		Daytime number	
	Evening number		Evening number	
	Mobile number		Mobile number	
	Email address		Email address	
GOODS REQUIRED				
ITEM	COLOUR	AMOUNT	DETAILS	PRICE
Chair covers			code	
Sashes			organza/satin	
Top table swags		.. . (ft) .. (people)	organza/satin	
Cake table swags		round/square/rectangle	organza/satin	
Other Items/Notes				
Collection				
Sash Loan				
PAYMENTS DUE <i>see 3.1 overleaf</i>	Chair covers, sashes swags, cloths & runners	Candy buffet, centrepieces ,post boxes , table plans/easels other		
		Item:	Item:	Item :
GOODS BALANCE				
SECURITY DEPOSIT				
TOTAL BALANCE				
COLLECTION				
DEPOSIT				
BALANCE OF				
DUE BY DATE				
For post box/candy buffets, please give names for printing of label/bags & poemand				
How did you hear about Essex Chair Flair?				
Please sign T&Cs and return to : Essex Chair Flair, 25 Boscombe Ave, Hornchurch, Essex, RM11 1JQ				
HOW TO PAY	Bank Transfers to : Essex Chair Flair Sort Code 72 00 00 Account No 06928455			
	By Cheque : Make payable to Essex Chair Flair and return to the address above			
	For PayPal*/credit*/debit card* (*fee applies) visit www.essexchairflair.co.uk			
CONTACT US	Tel : 07862 799249 or 07528 094875 email: essexchairflair@yahoo.co.uk			
FOR OFFICE USE ONLY	PAYMENT DETAILS	DEPOSIT	BALANCE	SECURITY BALANCE
	Amount			
	Paid on			
	Payment Method	Cash/Chq/Trans/Ppal		