

# PROPS & THEMED EVENTS

Manufacture and Hire of Themed Props, Backdrops, Lighting, Sound & Staging

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## **COMPANY INFORMATION**



Themes Incorporated is based in Glastonbury, a town famous for its rich culture: Arthurian Legends, Gothic Roots, Carnivals, Dance and Music Festivals.

Situated on the Beckery Trading Estate the company occupies over 45,000 square feet of warehouses, offices and showrooms. The company was created to assist in the production of themed events and has grown to encompass a wide variety of services used to produce an event.

Clients are encouraged to visit and view, first hand, the enormous range of props and accessories we supply, along with lighting and special effects equipment all available for demonstration in our showrooms.





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THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

### SETTING THE SCENE

#### **CREATING THE ENVIRONMENT**

The correct environment is always essential in creating the right mood for the success and enjoyment of any occasion. Themes Inc are able to offer the customers a wide choice of ready to hire props and sets to help enhance any event.







#### THEMES MADE SIMPLE

In order to successfully theme a venue or event it is important to keep it simple, but try not to be too subtle. It should be immediately obvious what the theme is without too much further explanation. Within any given theme there are certain signature pieces that should be top of your list; a Moulin Rouge theme without a windmill just isn't the same.

Once you have picked out the feature pieces, these can then be accessorised with other items to complement them. If budget is an issue then pick a theme that can be padded out cheaply and just hire some key iconic props to promote the theme.

A good example would be an American themed event; you can hire a giant Uncle Sam model or Statue of Liberty and then complete with American flag bunting and flags to give the feel of the USA.







THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

#### **WEBSITE, SOCIAL MEDIA & SHOWROOMS**

We aim to give customers as much assistance as possible with their events without any expense and this includes:

#### a. Website & Social Media:

An up to date website at www.themesinc.co.uk which shows the services we have available along with a massive library of all the props we have in stock, including information on dimensions and downloadable images. You can follow us on Facebook @ThemesInc, Twitter @ThemesIncuk, Instagram @themesinc to find out more...







#### b. Showroom:

Our showrooms include a number of example sets to provide inspiration. You are welcome to visit our extensive facilities which covers over half the industrial estate in Glastonbury. Our showrooms are open 6 days a week which allows potential clients to have an opportunity to view the vast array of items available and discuss their individual needs with one of our experienced hire co-ordinators.







Showroom Opening Times: Monday to Friday 9am - 5pm and Saturday 10am - 4pm. We do recommend phoning in advance to ensure staff are available to give you a tour during peak times.

THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

### **SERVICES**

#### HIRE OPTIONS

We are able to offer clients two options of hire; DRY HIRE or INSTALLATION SERVICE.

#### **Dry Hire**

Installation and setup is NOT included in this option.

- 1. Goods can be collected and returned to our premises at Beckery Road, Glastonbury.
- 2. Delivery/Collection can be made via our own vehicles (with an additional mileage charge)
- 3. Goods that can be packaged can be delivered & collected via courier (clients are responsible for repackaging of the props in the same condition as they were delivered)

The hirer must be present for all deliveries & collections. Please see our terms & conditions.







#### Installation

This service covers our staff installing and de-rigging the items for your event, or at a convenient time (to be advised at the time of booking) Our staff will return and remove all the items leaving the venue in the same condition as it was found.

Please note that our staff are experienced in the installation of props to create the maximum impact with the items, whilst our hire co-ordinators will work with you prior to the event to provide plans and layouts. Our Installation staff may, on arrival, change the layout due to unforeseen circumstances or to create a better effect. Please refer to our terms and conditions.







THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

#### STOCK ITEMS OR BESPOKE

#### Stock Items

Themes Incorporated provide a first class service with items available from stock.

- Marquee and Venue Lighting
- Furniture and Bar Hire
- **Specialist Lighting**
- Dancefloor Hire
- Audio Equipment Hire
- Staging
- **Trussing and Support Systems**
- **Artificial Plants and Trees**
- Power and Distribution
- Themed Prop Hire

#### **Bespoke Props:**

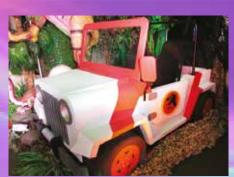
In addition we have our own workshop to manufacture bespoke items for clients. Our Jurassic Jeep is one of our particular favourites!...













THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

### **SERVICES**

#### FLEET, DELIVERY & COLLECTION

#### **OUR OWN FLEET OF VEHICLES**

To ensure your goods arrive in perfect condition we have our own fleet of vehicles ranging from a small van through to larger lorries. Logistics are organised from our warehouse and using our own staff, this ensures we are in control of your consignment and not beholden to third parties.





#### **DELIVERY & COLLECTION TIMES**

Delivery and collection times are normally Monday to Friday between 9am and 5pm. If specific times are required then additional charges may apply, please discuss at the time of booking. Weekend and out of hours delivery/collections can be made and will incur additional charges. Please enquire about charges at the time of booking. Whilst every effort is made to deliver items on time, this may be subject to traffic congestion, weather or other hazards which are out of our control.

Please refer to our terms & conditions for full details.







THEMED PARTY PROPS - LIGHTING - DANCE FLOORS - WEDDINGS

### **ALICE IN WONDERLAND**

#### Down the Rabbit Hole, Mad Hatters Tea Party

Escape down the rabbit hole to the mad world of Wonderland with a quirky tea party, a croquet lawn or a Queen-Throne room with enchanted trees, cards and bottles. Props available: Alice Silhouette, collection of 3D Soldier Cards, Mad Hatter's Hat, Cheshire Cat, Giant Caterpillar, White Rabbit, Giant Pocket Watch, Giant Teapot, Giant Tea Cup, Drink Me Bottle, Large Cup Cakes, Flamingos and much more...



### **AROUND THE WORLD**

#### Orient Express, Phileas Fogg, Travel

Check in and take flight to your favourite far away destinations, from the splendour of the Orient, a Safari in Africa, visit the Taj Mahal or party in New York. There are plenty of props to choose from famous world landmarks, including, Eiffel Tower, Big Ben, Statue of Liberty and Christ the Redeemer statue to mention a few.





## ARABIAN / MOROCCAN

#### Casablanca, Arabian Nights, Aladdin, Bazaar, Desert

From Aladdin to Lawrence of Arabia, see the desert Oasis, rest in a Bedouin tent or visit the crazy bazaar. With a wide range of furniture and props as well as palms and pipes, we have everything you need to recreate Marrakesh. Props available: Backdrops, Wall Hangings, Arabian Knight flats, Rugs, Throws & Cushions, Bazaar set, Palm Trees and much more...





### **ATLANTIS**

#### Under The Sea, Little Mermaid, Finding Nemo

Visit the magical underwater world with lost divers and colourful sea beds. Giant fish, a great range of UV props and special effects lighting can completely transform a venue to an amazing "under-the-sea" fantasy. PROPS available: Backdrops, Atlantis Entrance, Deep Sea Diver, Statues, Mermaid, Treasure Chests, Giant Anchor, Atrium & Pillars and much more...



## CARIBBEAN / PIRATES

### Pirates of the Caribbean, Desert Island, Tropical

Time for some swashbuckling adventures - with lifesize Pirate models, backdrops of the Caribbean, Treasure chests, ship rigging and barrels; all the props you need to make Jack Sparrow feel at home! PROPS available: Backdrops, Wooden Barrels, Treasure Chest, Tropical Plants & Trees, 3D Pirate Models, Ships Wheel, Giant Pineapple Flats and much more...



# CHINESE / ORIENTAL

#### Far East, Chinese New Year, Thai, Japanese

Travelling far and wide to the magical Orient with its splendour and colour. From Dragons and Banners to Fans and Feathers, we have the perfect props for your oriental occasion. PROPS available: Backdrops & Wall Hangings, Dragon Kites, Shoji & Bamboo Screens, Pagoda Entrance, 3D Dragons, 3D Models of Gods, 3D Gong, Large Fans, Plants, Vases and much more...



### **CHRISTMAS**

#### Winter Wonderland, Narnia, Frozen, Dickensian

A time for festive cheer and merriment. We carry a wide range of different styles of Christmas Trees, please refer to our separate Catalogue for inspiration and ideas.

STYLES available: Traditional, Winter Wonderland, Narnia, Dickensian, Nordic & Alpine, Santa's Grotto & Workshop, and fully-decorated Trees in a variety of theme and colours.



### **CHOCOLATE FACTORY**

### Willy Wonka, Fantasy, Children's Parties, Sweets

Will you get the golden ticket? Chocolates Bars, Giant Sweets, Candy Canes & all sorts of quirky 3D confectionary models and props bring this popular theme to any event. PROPS available: Backdrops, Light-Up Furniture, Silhoutte Character Panels, Candy Canes, Toadstool Collection, Giant Lollipops, Wonka Bar, Wonka Gate Entrance, Flowers, Trees and much more...





#### Greatest Showman, House of Mirrors, Vintage Circus

Roll up Roll up! Join the circus and enjoy the fun of the fair. All the colour and magic of the big top and vintage fairground with a range of old fashioned games. PROPS available: Circus Backdrops, Circus Sign, Circus Ring Blocks, Animal Flats, Animal Cart, Festoon lighting, Clown with head cutout, Giant 3D Elephant, Clowns, Funny Mirrors, Jesters and much more...





### **EGYPTIAN**

#### Lost Treasure, Desert, The Mummy, Oasis, Historical

Create the splendour of Egypt with its rich culture and the beauty of the land of the Pharaohs. This is a very popular theme where class and elegance is required, strong colours and a vast array of breath-taking props ensure a memorable event. PROPS available: Backdrops, Baskets & Vases, Giant Obelisks, Bedouin Tents, Sphinx & Serpent Models and much more...



## **EIGHTIES / MAMMA MIA**

### Greece, ABBA, 80's Pop, Mediterranean, Retro

After Abba entered the Eurovision Song Contest, they never looked back. From many popular hit records to the Musical of Mamma Mia, you can recreate a Mediterranean paradise or simply party like a "Dancing Queen" eighties style. PROPS available: Large Villa Set, Abba Flats, 3D Records, Musical Icon Models, Silhouette Panels, Rubic Cubes and much more...



### **ENGLISH COUNTRY GARDEN**

### Midsummer Night's Dream, Classic, Formal, Period Drama

A touch of class and elegance as guests pass through a classic English Garden with fountains, balustrade, pillars and a range of trees and shrubs to suit. PROPS available: Peacocks, Owls, Butterflies, Dragonflies, Artificial Grass, Wishing Well, Water Features, Stone Effect Patio, Statues, Flower Walls, Topiary, Arbour Archways, Plants & Flowers and much more...



### **FAIRYTALE**

#### Enchanted Forest, Mystical, Magic, Mythical

Enter the enchanted forest, meet our Unicorn and other mythical creatures. Party in the land of giant mushrooms, colourful flowers, wishing wells and the forbidden castle where you may find the beast. PROPS available: Flower Wall, Trees, Arbour Archways, White Thrones, Squirrels, Unicorn, Snakes, Enchanted Trees, Dragon, Mushrooms and much more...



### **FESTIVAL**

### Glastonbury, Summer Parties, Festival Weddings & Events

Add the colour and vibrancy of the summer outdoor festivals with flags, drums, and market stalls. Bring a touch of "Glastonbury" to your event. PROPS available: Festival Flags, Festival Signs, Festival Food Stations, Gazebos, Bars, Inflatable Stars, Giant Letters, Wooden Barrels with large raffia parasols, 3D Cows, Selection of Coloured Bean Bags and much more...



#### Rock & Roll, 1950's, American Diner

Switch on the jukebox, hang up the stars and stripes and party along with Elvis. Our range of props enable you to recreate the streets of New York, or a 1950's Rock and Roll Diner. PROPS available: Backdrops, Logo Flats, Giant Record Plinth, American Flags, "Drive in Movie" Arch, Marilyn, Elvis, Diner Roller Girl, Gasoline Pump Models, Interstate Signs and much more...





### **HALLOWEEN**

### Day of the Dead, All Hallows Eve, Horror, Zombie

Turn your venue into a haunted house, a creepy graveyard or an eerie dungeon. A wide range of spooks and props to help create your perfect Fright Fest. Another twist on this theme is the famous Mexican Day of the Dead, our range of colourful Garlands and giant masks help celebrate this week long festival. PROPS available: Backdrops, Variety of Skeletons, Gravestones, Pumpkins, Cauldrons, Spooky Trees and much more...





# HOLLYWOOD / SUPERHEROES

#### Movie Nights, Awards Evenings, USA, Superheroes

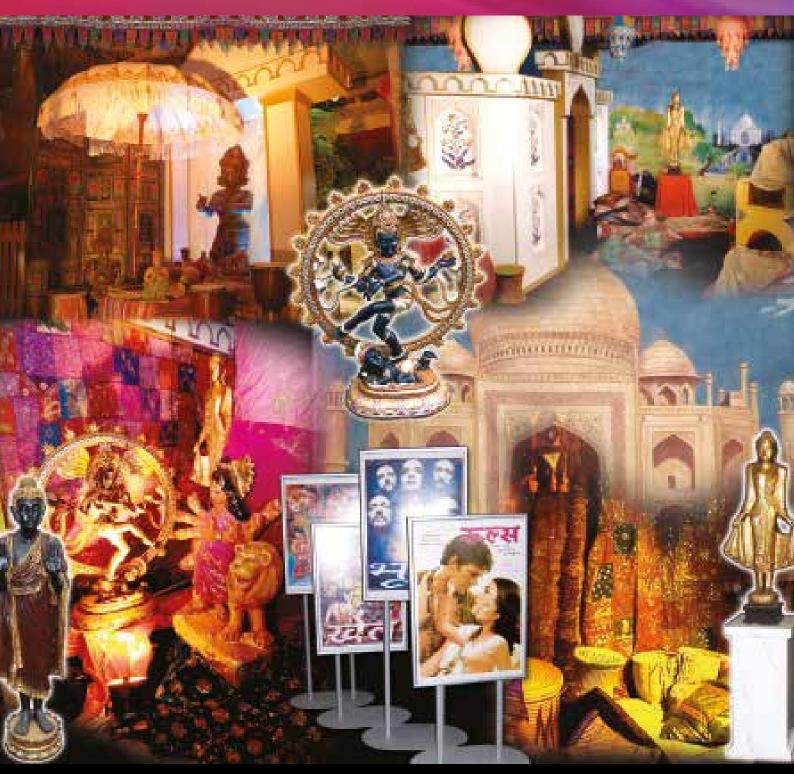
Lights, Camera, Action! Enter along the VIP red carpet adorned with Giant Gold Award Statues, Life-size Movie stars, Film Scroll backdrops and our striking Movie Action Heroes. PROPS also available: Large Clapper Boards, Framed Film Posters, Old Style Cameras, Hollywood Stars, Banners, 3D Movie Star Models, Logo-Lighting and a variety of elegant feathered table centres.



## **INDIAN**

### Bollywood, Taj Mahal, Exotic, Colonial

Escape to the colonial outposts of India with the splendour of the Taj Mahal or onto the busy street markets with all the colours, saris and jewels. Alternatively, you may prefer to add a touch of Bollywood Glamour and get out the Red carpets and cameras. We have a great selection of props and furniture available for this theme.



### **JAMES BOND**

#### Secret Agent, Casino, Black Tie Events, Formal

Immerse yourself in a world of espionage & secret agents. From action sets through to "shaken not stirred" cocktail events of beautiful dresses & tuxedos. PROPS available: Painted Backdrops, Silhouette Figures, Casino props, Giant Martini Glasses, Bond Characters Flats, Giant "007" Model, Giant Golden Gun, Bond Film Posters, 007 Projection and much more...



### **JUNGLE**

#### Explorers, African, Safari, Rainforest, Tribal, Animals

Now is your chance to delve into the hidden depths of the jungle or rain forest and see what you can find. Our wide range of tropical plants, furniture and lifesize animals will create the perfect setting. PROPS available: Dense Forest Trees and Foliage, 3D Animal Models, Giant Tusks, Jungle Signs, Masks, Water Features, Giant Shields, Flame Effects and much more...



## LAS VEGAS / CASINO

### James Bond, Gala nights, Charity Balls, Casino Nights

Enter the strip with the infamous "Welcome to Las Vegas" sign. Visit the glitz and glamour of the themed City Hotels and have a little flutter. We can provide an array of props including Giant Dice, Roulette Wheels, Casino Chips, Backdrops and the "Rat Pack". All adding to the excitement of your Vegas Style event.



### LONDON

#### British, Patriotic, Street & Garden Parties, Markets, Royalty

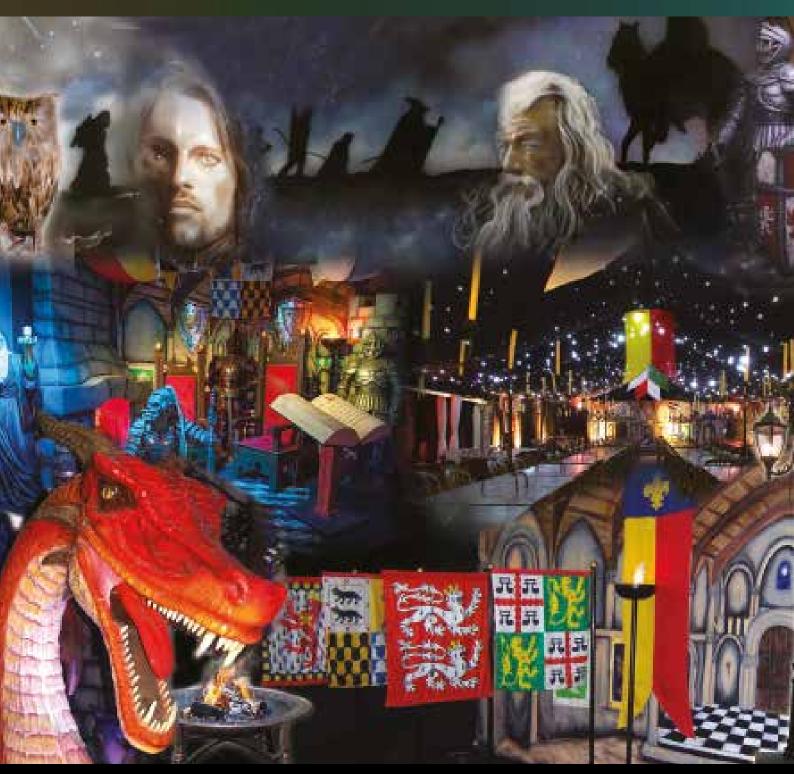
From the East End to the West End, create London's famous streets, Royal parks & markets. Dress as Pearly Kings and Queens and host a fun fish & chip supper. PROPS available: Backdrops, B&W Landmark Flats, Beefeater Models, Street Barrows complete with Fruit & Flowers, 3D Telephone Box, Drinking Fountain, Underground Signs and much more...



### **MEDIEVAL**

#### Game of Thrones, Camelot, Harry Potter, Medieval Nights

Taking you back to Medieval Times, we can create a Medieval banquet. Alternatively our Dragons, Knights and Thrones can transform your venue for more bespoke TV and Film themes such as Lord of the Rings or Harry Potter. PROPS available: Backdrops, Castle Walls and Turrets, Film Scenes, Banners, Knights, 3D Dragon, Owls, 3D Boar, 3D Wolf, Spell Book, Merlin, Flame Effects and much more...

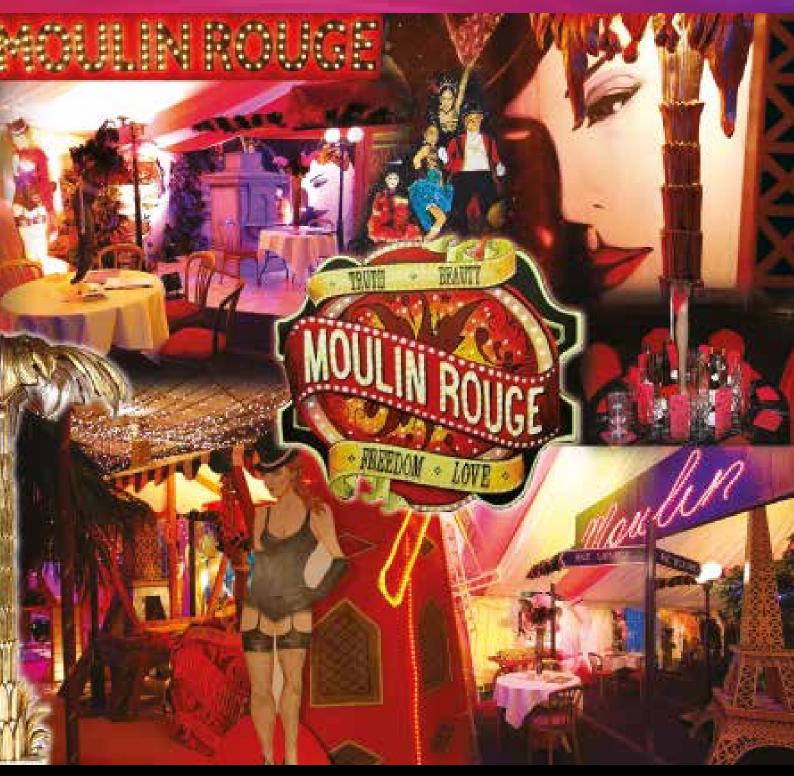


## **MOULIN ROUGE / PARIS**

#### Burlesque, The Birdcage, French Bistro, Musicals

Recreate the city of Romance with paved streets, café style bistro's, the Arc de Triomphe, and of course the Eiffel Tower. You can also visit the burlesque world of the Moulin Rouge with its famous Windmill. We have a wide variety of props for this popular theme.

PROPS include: Backdrops, Street Signs, Can Can Dancer Flats, Light-Up Signs, Character Flats, striking Feathered Table Centres and much more...

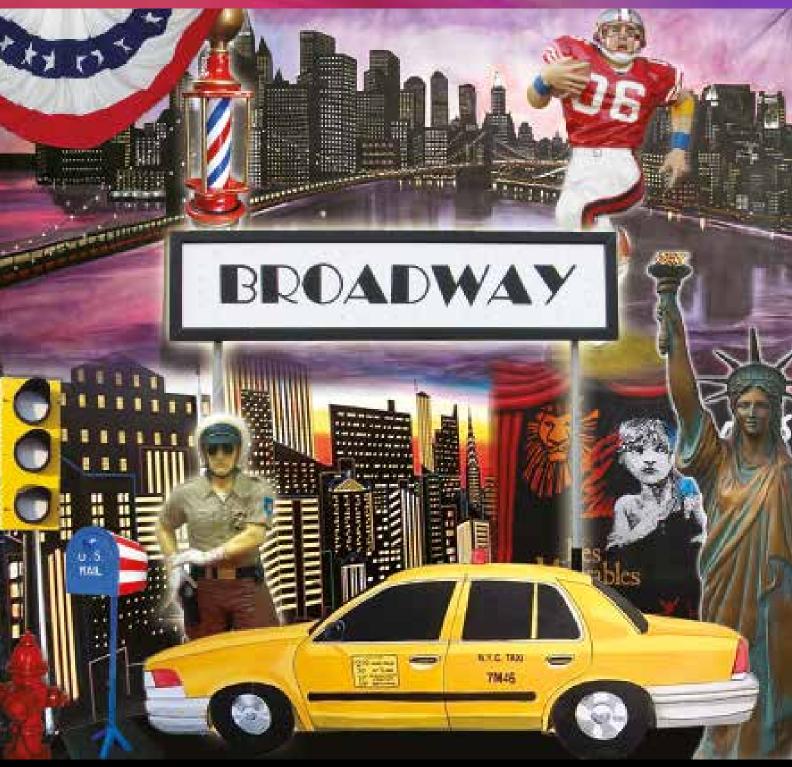




## **NEW YORK / USA**

### Broadway Musicals, West Side Story, Times Square, Sports

"Wake Up" to the city that never sleeps. Re-create Central Park and Times Square or join the hustle and bustle of Broadway. PROPS available: Backdrops, Street Signs, Street Lanterns, US Fire Hydrant 3D, US Mailbox, 3D NFL Player, US Cop, New York Traffic Lights, American Banners/Flags and Bunting, Subway Signs, New York Prints and much more...

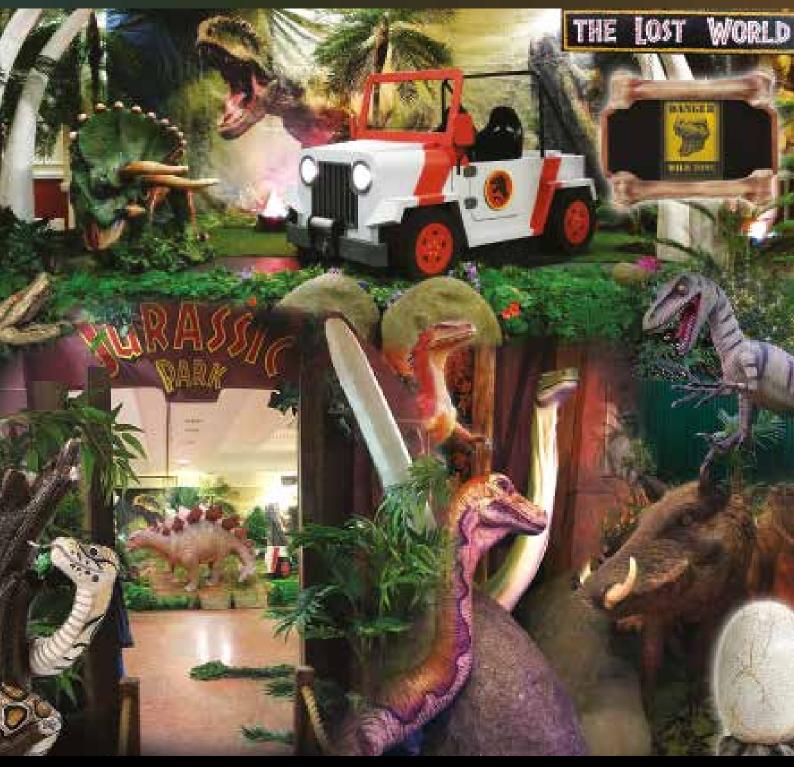


## PREHISTORIC / JURASSIC

### Dinosaurs, Children's Parties, Back in Time, Jungle

Follow in the giant footsteps of the blockbuster movies. Through the Jurassic Gates to a world of dinosaurs, warning signs and our fantasic photo-opportunity Jeep.

PROPS available: 3D Model Dinosaurs, Snakes, Large Elephant Rib Cage, Masked Column 3D, Python in a Tree model, Dinosaur Egg, Signs, Gates, Jeep, Plants and much more...

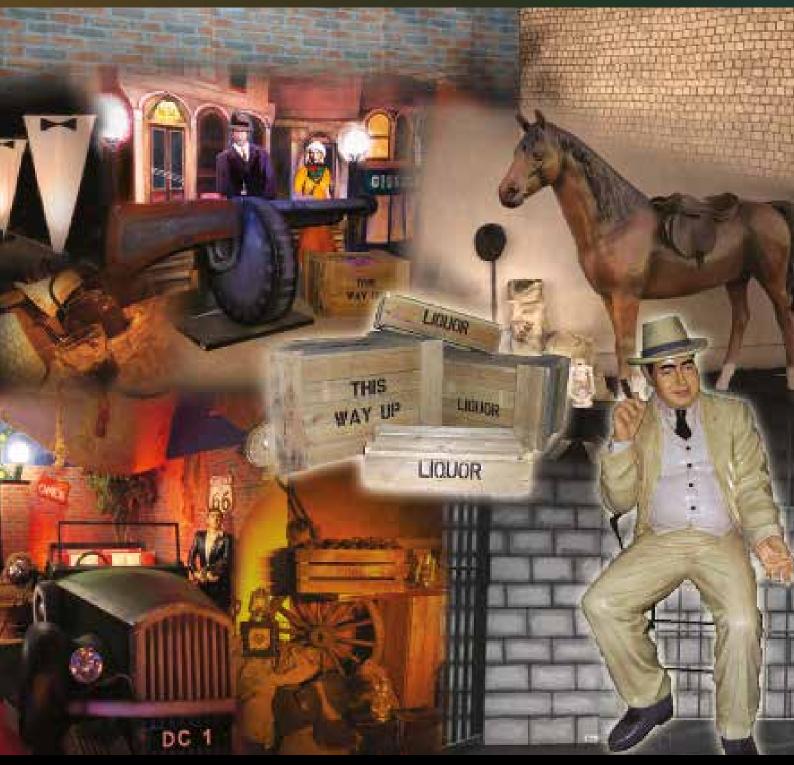




## PROHIBITION / PEAKY BLINDERS

#### 1920's, Gangsters, Speakeasy Nights, Post WW1, Gypsy Style

Return to the 1920's with this TV smash hit and create the Speakeasy club feel with Barrels and Liquor crates to set the scene for some covert operations. PROPS available: Giant Tommy Guns, Jails, 3D Horse, Vintage Car, Backdrops, Brick Wall on Flats, Al Capone Model, Liquor Crates and much more... Also see Twenties/Great Gatsby for other theme related items.



# SALSA / CARNIVAL

#### Fiesta, Brazilian, South American, Rio Carnival

Transport your guests to the Capital of Carnival...Rio! Giant Cocktails, Colourful Garlands, exotic backdrops and plenty of feathers to create this colourful night to remember. PROPS available: Backdrops of Salsa Dancers & Rio Carnival, South American Dancer Flats, Mascs on Flats, Wide Selection of Exotic Plants, Feathers & Boas and much more...





# SEASIDE / NAUTICAL / TITANIC

### Yachting, Beach, Fish & Chip Suppers, Quayside

"Oh we do like to beside the seaside"! From vintage striped booths to large Picture Postcards, Seagulls, Anchors and Lifebelts, we have a large stock choice for this theme. Alternatively take a Titanic voyage and walk through our porthole onto the famous liner. We have everything you'll need including the Icebergs! Please see Twenties/Great Gatsby for an elegant ballroom.





# SIXTIES / SEVENTIES

#### Retro, Boogie Nights, 1960's, 1970's, Flared Fancy Dress

From 60's Flower Power to 70's Discos, flares, crazy colours, glitterballs and that popular illuminated Dancefloor. We have a large selection to set the scene from Woodstock to Saturday Night Fever! PROPS available: Backdrops, Large 60's & 70's Album Covers, Mirror Balls, Lava Lamps, Fur Fabric Bean Bags, Tube lights, 3D Iconic Models, Dancefloors and much more...

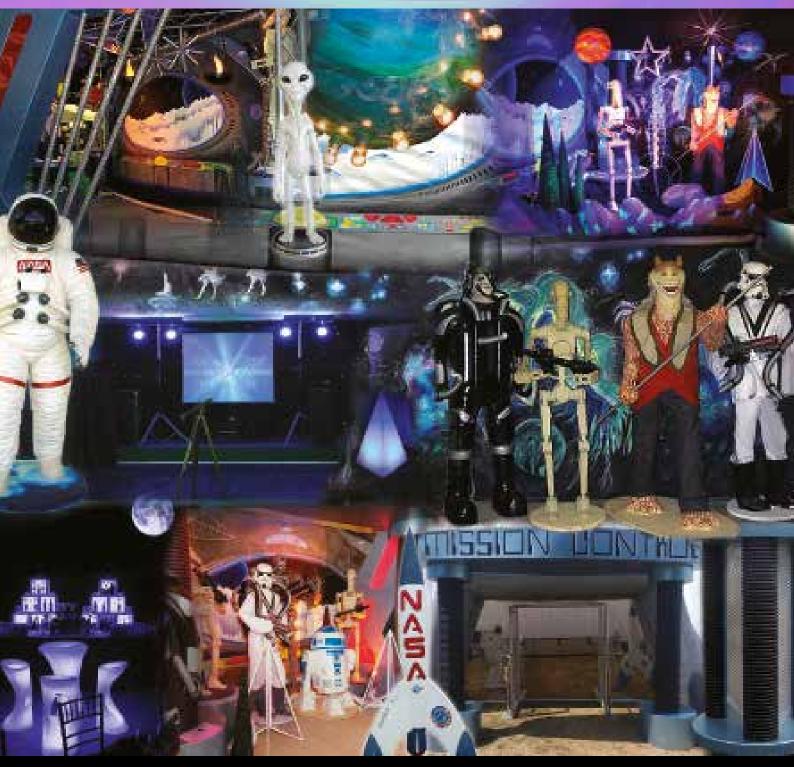


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#### Science Fiction, Futuristic, Star Wars, Back to the Future

Teleport into the future and enter the world of Science Fiction. With a range of lifesize props from some of the most iconic movies, UV Backdrops and Special Effects Lighting - your guests will feel "Lost in Space". PROPS available: Backdrops, 3D Planets, Flame Effects, wide variety of Lighting & Effects, Alien, Astronaut, R2D2 Model, and much more...





## **SPORTS**

### Boxing, Racing Nights, Fundraising, Olympics, Grand Prix

With a large choice of sporting events we have lifesize models covering most of the popular sports. In addition, we have specific props perfect for Horse Race nights, World Cup events, Grand Prix celebrations & the Olympics. PROPS available: Backdrops, Crowd Flats, Horse 3D Model, Racing Silks, Racing Fence, Winning Post, Tote Signs, Bookmaker and much more...



## TWENTIES / GREAT GATSBY

### Art Deco, Titanic, 1920's, Gangsters & Mols, Speakeasy

Set in the Jazz age of the 1920's, a mix of lavish parties, champagne and black and white glitz. We can create a Cabana Club, an Art Deco Lounge or a Chandelier-filled Ballroom. PROPS available: Backdrops, Chandeliers, Vintage Car, Art Deco Panels, Art Deco Entrance, Dancefloors, Gold Palm Trees & Pillars, Crystal & Feather Table Centres and much more...



## **VENETIAN**

### Masquerade, Phantom of the Opera, Gala & Black Tie Events

Become the belle of the ball with our beautiful backdrops of Venice. Our breathtaking Venetian Bridge, Giant 2D Masks, Gondolas and softly-draped Pillars will set the scene for your masquerade event. PROPS available: Backdrops, Venetian Mask Flats, 3D Venetian Gondola, Venetian Rope Bridge, Statues, Pillars, Urns and much more...



# **WARTIME / 1940's**

### Street Parties, Patriotic Parties, Military, WW1, WW2, 1940's

From the turmoil of WW2 to the celebations of peace, we have everything you need to create your own war zone or street party. Props: Backdrops, Bunker Walls, Army Crates selection, Oil Drums, Street Signs, Broken buildings, Brick Wall Flats, Winston Churchill Flat, Montgomery Flat, Children Flat with Cutouts, Soldiers, Bunting & Flags and much more...

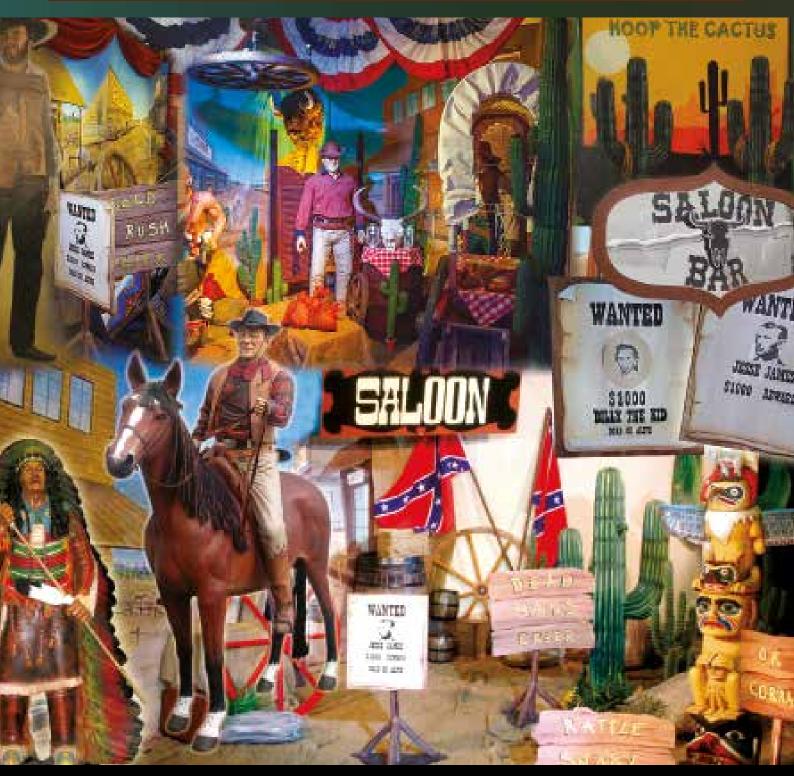




## **WILD WEST**

### Cowboys & Indians, Bar-B-Q's, Barn Dances, Ceilidhs

Slap on the steaks and BBQ ribs, it's time for a hoe down, Yee Hah! From the Saloon Bar to a Barn Dance we stock a vast array of props, lifesize Cowboys & Indians, Horse models and Wagon Wheels to add to the party. PROPS available: Backdrops, Wanted Posters, Rustic Signs & Posts, Hard Store & Saloon Signs, Horse c/w Cowboy, Wheels, Bunting and much more...



## **CATERING STALLS & FURNITURE**

### Market Stall, Hand Carts, Display Barrows

We have a good quantity of quality street barrows, market stalls and furniture. Ideal for food stations, Christmas Markets, Reception drinks, Cheese & Dessert Trolleys, Chill-out areas. All of which can be themed & accessorised to your requirements. Extremely popular for Buffet Stations, Summer Festivals, Octoberfest and much more...Please call for futher information.



## **TERMS & CONDITIONS**

### **Dry Hire / Installation Service**

Our full Terms and Conditions of Hire are available on request and are also available to download from our website at www.themesinc.co.uk

#### **BASIC TERMS OF HIRE:**

**DRY HIRE** - Installation and setup is NOT included, customers have four options of "Dry Hire"

- 1. Collection is made by the customer from Themes Inc.'s premises at Beckery Road, Glastonbury.
- 2. Delivery can be made to the customer via a third party courier (Tuffnells), the courier will simply drop off the parcel and will require a signature for receipt. Customer must check goods are received in a good condition and if any damage has occurred must mark the form accordingly when signing, delivery will be to a ground floor loading bay only.
- 3. Delivery can be made via Palletline for pallets or cages of props, the customer must be present to sign for the delivery and must check goods are received in a good condition before signing, please ensure if damage has occurred that this is clearly marked on the signed form. delivery will be to a ground floor loading bay only.
- 4. Delivery can be made via our own vehicles, this is to ground floor loading bays only, assistance must be provided to the driver to unload and reload, failure to assist the driver will incur penalty charges\* or refusal of delivery\*\*

Goods can be returned to Themes Incorporated Ltd in the same manner as above, however if Options 2 and 3 are used clients are responsible for repackaging of the props in the same condition as they were delivered (ie they are packed into boxes, with protective packaging or strapped onto pallets)

- \*Penalty charges, will be advised at the time of delivery however a minimum charge of £100 would be applied as an inconvenience fee.
- \*\*Refusal of Delivery, this will happen if the items to be unloaded are unmanageable for one person to unload, whilst this would always be the last resort as we strive to deliver all items, we are not prepared to infringe Health and Safety rules and manual handling regulations.

#### **INSTALLATION SERVICE:**

This service includes the delivery of the props along with our staff installing the items, at the end of your event or at a convenient time (to be advised at the time of booking) our staff will return and remove all the items leaving the venue in the same condition as it was found. Please note that our staff are experienced in the installation of props to create the maximum impact with the items, and whilst our event planners will work with you prior to the event to provide plans and layouts our Installation staff may on arrival change the layout due to unforeseen circumstances or to create a better effect.

#### **Customer requirements for Hire:**

- Customers collecting hire must bring photographic ID when collecting goods.
- Hirers must be in full time employment.
- Payment will be accepted by the hirer in person via Credit/Debit Card



## **TERMS & CONDITIONS**

#### Delivery & Collection Times / Insurance / Pricing

- We will not accept a third party collecting goods on behalf of the hirer.
- Sound and Lighting items will not be shipped via third party couriers (ie option 2 and 3 above) unless the company or individual has dealt with Themes Incorporated on several occasions previous.

#### **DELIVERY & COLLECTION TIMES:**

Delivery & collection times are Monday to Friday between 9am and 5pm (a four hour time frame applies on our standard service), if specific times are required then additional charges apply, please discuss at the time of booking. Weekend and out of hours delivery/collections can be made and incur additional charges please enquire to the charges at the time of booking. Whilst every effort is made to deliver items on time we are subject to traffic congestion or other hazards which are out of our control. Timed deliveries/collections will be subject to a one hour window.

#### **INSURANCE:**

Full details of insurance is found in our terms and conditions of hire (section 6). In summary the Hirer is responsible for the value of the goods and should ensure they have adequate Insurance for goods on "Dry Hire" from the point in time of collection from our premises, delivery by a third party or delivery by our vehicle until the return of the goods to our premises, collection by a courier or collection by one of our vehicles. The value of the goods will be shown on the Hire contract. For items being installed by our staff, the Insurance of the goods passes to the hirer once our staff leave the premises or venue after installation until they return to dismantle the goods, the hirer must ensure they have adequate Insurance in place to cover the cost of the goods as shown on the Hire Contract. Insurance should cover Fire, Theft and damage.

#### **PRICING:**

- 1. All prices quoted are subject to the standard rate of VAT.
- 2. All prices are based on a maximum of one week hire, additional weeks hire will be subject to a 50% discount from the original hire fee.
- 3. Installation and setup is not included in the basic hire price.
- 4. Hire charges are payable even if the items are returned as unused.
- 5. A non-refundable deposit is required at the time of booking to secure items (see full T&C's for details)
- 6. All props are "used" and therefore reasonable signs of wear and tear will show as they are continual hire items.
- 7. All damages and shortages on the return of hire will be charged for, please ensure items are returned in the same condition as hired.

Please refer to our full Terms and Conditions of Hire which can be found on our website and are available on request.

