



Pretty Formal
16 Sheldonfield Road
Sheldon
Birmingham
B26 3RS

T 0121 605 2416
M 07958 564035

W www.prettyformal.co.uk
E info@prettyformal.co.uk



Booking Form

Customer Details

Name of hirer
Address.....
.....
.....
Telephone daytime.....
Telephone mobile.....
Email address.....

Event Details

Name of venue
Room name
Address.....
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.....
Telephone daytime.....
Date..... Start time

Chair Covers and Organza Sashes

Number of chair covers:
Colour of chair covers: white ivory other (colours available on request)
Sash colour: to be tied in a bow Other:
Hood colour:
Which chairs are to be dressed:
Civil ceremony Wedding breakfast Evening reception Corporate event other

If we have not previously visited your venue we will visit your venue or send you a sample chair cover to confirm the size of chair cover required.

Organza Table Drapes

Which table(s) are to be draped
Size of table(s)
Colour of organza drape

Napkins Decoration

Napkins will be collected from your venue no later than three days prior to your event and returned the day of the event unless an alternative date requested.

Organza bow Satin napkin ring Colour required Ribbon width

Starlight Backdrop

Maximum measurements 6m x 3m 9m x 3m
Please specify where the Starlight Backdrop will be positioned

Bay Trees

Number of bay trees required
Please specify the indoor location of bay trees
Each bay tree will be dressed with an organza bow, Colour of bow required
Clear fairy lights bows flowers butterflies other

Table Mirrors and Tea Lights

Number of 16" circular table mirrors required Number of tea lights and holders required

Vases

Number of vases Type of vase

Candelabras

Number of three arm candelabras required

Linen

Delivery address

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All linen will be delivered the day before the event unless an alternative date is requested

Item	Colour	Quantity
Napkin		
Table Cloth 36x36		
Table Cloth 45x45		
Table Cloth 54x54		
Table Cloth 54x70		
Table Cloth 70x70		
Table Cloth 90x90		
Table Cloth 70x108		
Table Cloth 70x144		
Organza Table Runners 11.50x90		
Cotton Table Runners 20x90		

Other sizes available on request

Notes

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Signature..... Print..... Date.....

