

The team at Tipi Unique made our wedding. The service was simply outstanding, the product perfect, and the work the guys put in to making our day just right was extraordinary »

## Hello there

We are so pleased you've found us. We're Tipi Unique - the folk that absolutely adore creating unique experiences.

A massive congratulations from all us for the special event you're planning, and top marks for thinking about hosting a celebration with a difference!

We produce beautiful outdoor events through the hire of our giant tipis and gorgeous rustic furnishings. We have hired tents for weddings and milestone birthdays, corporate and charity dos, as well as festivals, memorials, and vow renewals. Use our extensive range of bespoke, rustic furnishings to personalise your event, and hire our practical utilities to ensure all essentials are covered.

With 3 years of busy and successful seasons under our belts, we have the experience and expertise to create breath-taking weddings and events.

We believe that our personal, genuine, and enthusiastic approach sets us apart from other tipi companies - hiring tipis for your event is simple, and creating the right space is easily achieved.

Our main aim is to create a celebration that is loved by everyone, and to leave all guests with amazing first impressions and lasting memories.

We will happily travel the whole of the North West during peak seasons, and the length and breadth of the UK during winter months. We're based in Cheshire meaning that we are in easy reach of all major motorway networks, and will provide a quotation for your tipi celebration, wherever you may be situated.

To help with your planning, we've created a little guide to get you cluedup on all that is involved when co-ordinating a tipi celebration. This covers the different stages throughout, and how we will provide constant support to ensue your day is nothing but perfect. Please get in touch to kickstart discussions for your fabulous tipi event - we can't wait to hear from you!

Tipi Unique team x

# EARLY PLANS AND PREPS



## "Where do I begin?" We hear you cry:

We know that after the excitement of an engagement or decision to plan any event, comes with the sudden worry and realisation of what you are about to embark on. But don't panic, we are here to guide you every step of the way, to take as much pressure off you as possible, and to ensure that you become tipi experts by the end of it!

When you first get in touch with us, you should expect to receive an initial phone call from one of our friendly team members, followed by an email and draft quotation. We like to give you a quick buzz just to introduce ourselves, and to really get a feel for the type of event you're planning. The date, location, guest numbers, and budget are all elements we need to understand in the very beginning stages so that we can pop the appropriate information across to you.

We take a fresh approach, so you needn't worry about the cost increasing due to the date, as we never charge more for summer dates, weekends, bank hols or type of event.

If you're struggling with finding your dream tipi venue then we can send over our list of recommended locations - each beautiful and unique in their own way. Similarly, if you can't find a caterer, bar service, florist, photographer etc., we can hook you up with some amazing people.

We promise to be in contact throughout the early planning stages right up until the day of your event. If you want to meet up to discuss details, then that's absolutely no trouble at all - we will also travel to you and give site visits free of charge! If meeting up is a bit of a struggle, we're more than happy to have phone consultations, and FaceTime meetings. We will provide constant support to help you feel comfortable and ready to move towards the next steps.



Don't worry about having every little detail sorted! At this stage we can start creating your tipi event with even the most basic of plans!



"I loved that our wedding felt so personal as we had been able to design our own venue!"

Leanne and David Pickup - September wedding



# BOOKING IS SIMPLE



We don't believe in implementing a long-winded, boring, and fussy booking process - who's got the time? Securing your date couldn't be easier!

### How to book your event:

After putting your chosen date on reserve, you have a fab period of up to 4 weeks to complete a booking. Once the 4 weeks is up we will have to release the date, but if you need a little more time to sort payments or other details then just let us know. When you're ready, all we ask is that you pay the 25% deposit of whatever is showing your quote at the point of booking, and you have up until 30 days before the event to pay the remaining balance.

From the first point of contact, our team will advise that securing your tipis is incredibly important, even if it's a few years ahead. This might sound crazy but trust us, we know how quickly summer dates can fill up, and want to ensure that your preferred date is guaranteed for your special event. We suggest that you get the structures booked at least 6 months before the event, and then develop the quote with additional furnishings and accessories.

Once you've made the payment, you will receive a booking pack. This contains useful documents such as the deposit receipt, contract of hire, T&Cs, and damage waiver. All you need to do is check over the info, pop your signature where needed, and send it back to us (post or email is fine).

# ALL THE FUN STUFF

This next stage is definitely one of our favourites. It's when concentration is focused on the exciting things such as theme and décor, and creating bespoke quotes and layouts - finding various ways to make the event personal to you.

Still yet to find your perfect venue?
No problem. As mentioned before we will provide as much support with this as you need, and wouldn't ever dream of letting you do it alone (unless you'd prefer to of course).

As plans evolve over the coming months, we will continue to advise on the right sized space for your event. It may be that as you add more furnishings, you find that a little more room is needed, so we'll happily chat about the best ways to maximise you space and without breaking the bank! We will also share endless images of how we've seen the tipis in the past to give you plenty of ideas and inspiration to create your own unique celebration. From switching-up daytime and evening layouts, to customising your lighting designs, we will do as much as we can to make your day bespoke.

Here we also like to firm-up your key contacts list i.e. hosts, on-the-day contacts and any venue details. We believe that communicating with your awesome supplier team helps with the smooth running of the day. It also allows us to check in with key contacts/companies arramanage any requests and requirements they may have. We'll also hook up with all suppliers about their power requirements and gather a list of what is going to be needed for your special event. We'd also recommend identifying a point of contact for the lent (other than the host) as it's a great way to disturb you during the event goings on.

All the essentials for an outdoor venue:

Once you've discovered the perfect venue, we'll
need to start thinking about practicalities like
generators, catering provisions, toilet facilities
and exterior lighting options - all of which we can
provide - meaning it's completely hassle-free for
you. Another element to consider is your guests'
experience upon entry and to any key/outdoor
areas like loos. Do they have a clear, clean and safe
walkway? Is it brightly lit? Do certain areas of grass
need to be mown? These are all questions we can
discuss together and firm up closer to the event
date.

"Absolutely loved the tipis for our wedding last year at Delamere forest! So magical that we had to relive some of the beauty for our daughter's 1st birthday."

Amelia Wray - Tipi wedding & 1st birthday party

### Join us at local showcase events & book 1:1 meetings:

A great idea would be to visit us at any of our open events. Our showcase events are hosted throughout the year - all with varying structures and themes. We always say to clients that this is the best way to see the spaces, and to gain a feel for how our gorgeous range of furnishings look in situ. Members of staff will always be on hand to help with any specific questions/queries you may have.

Why not book a 1:1 so we can chat in detail about your event?

As with all other stages in your tipi planning process, we can meet up as many times as you wish. We can come out to see your chosen venue, have run-through meetings with other companies involved, and just have a good chat over a nice cup of coffee (or even something stronger!).

### Power-up your event, sock-et to us!:

It's now when you need to begin to think about compiling a FULL list of every item that is going to require power inc. approx watts/amps. We'd encourage you to consider large areas like bar, band, catering needs as well as ALL personal touches and decorations - it's a good idea to have an idea of where any sockets are needed around the tipis.

We'll advise a typical power plan and share advice for making this bespoke to your event - always done with careful consideration of all available power via your generator size and/or venue supply in mind.

# TWO MONTH MARK

## Crossing the T's & dotting the I's:

Around the two month mark is where all comprehensive plans are put in place, including a detailed layout and finalised quotation. We'll focus on all aspects of your event, from loos, generators and anything specific to your occasion meaning we triple check that you're all set, and give you the confidence that you're good to go. Should we unearth any surprises or updates during this period we promise to support you and ensure that any issues are resolved. After we've been through your details together, it's at this point, we'd urge you to just sit back and begin to look forward to your event without too many details left to consider and to agree upon.

### Embracing the elements:

Let's face it, our British weather can sometimes take a turn for the worst. However, our sturdy tipis can provide warmth and shelter in winds up to 70mph, so are extremely resilient! As mentioned previously, we have plenty of experience and knowledge, so are more than expertly equipped to create a tipi event in colder conditions. We can talk about weather-proofing techniques at this stage, when we have a better idea on weather forecasts for your event, or at the very start of planning if your date is set for a colder month.

AMAZING every step of the way! Whilst there are lots of other tipi companies out there we just don't see how they can compete or even come close to these guys

Paul and Rebecca Richmond - garden wedding

# THE FINAL COUNTDOWN

So you're getting excited to celebrate with your family members, friends, or colleagues and have one week to go before you can let your hair down! By this point, we will have managed all essential facilities, power requirements, external suppliers, layouts and quotes - so all you have to do is get the decorations at the ready!

### Set up and take down:

We always create a logistical plan at the start of a new year, so the day of your set up will be confirmed a few months before the event. We typically prefer to set up on a Thursday, and take down on the following Monday, giving you a long weekend to really make the most of the tipis. However, we are sometimes bound by strict requirements set in place by venues. Of course, we will let you know if there's to be any variation to the set up/take down dates, and together we can decide on dates that are feasible for all parties. On the day of set up, the crew members will always give you a call letting you know when they are about an hour away from your location, and ask that you or someone with exact knowledge of the tipis' location is present to welcome them upon arrival.

#### The hand over:

Once the tipis are complete, we will take you through the hand over - a quick runthrough of how to safely take care of the fire pit, smoke flaps, lights, PA system, and other elements of the tipis. Your outdoor venue will then be ready to dress the following day! Just keep in mind that if you are planning on having pre/post celebrations you will need to be careful using some utilities (generators, heaters), as we will have only provided enough fuel for sufficient use on the day.

As soon as you know your weekend preand post-party plans, let us know and we'll happily discuss if we'd recommend adding on additional fuel.





# TIME TO PARTY



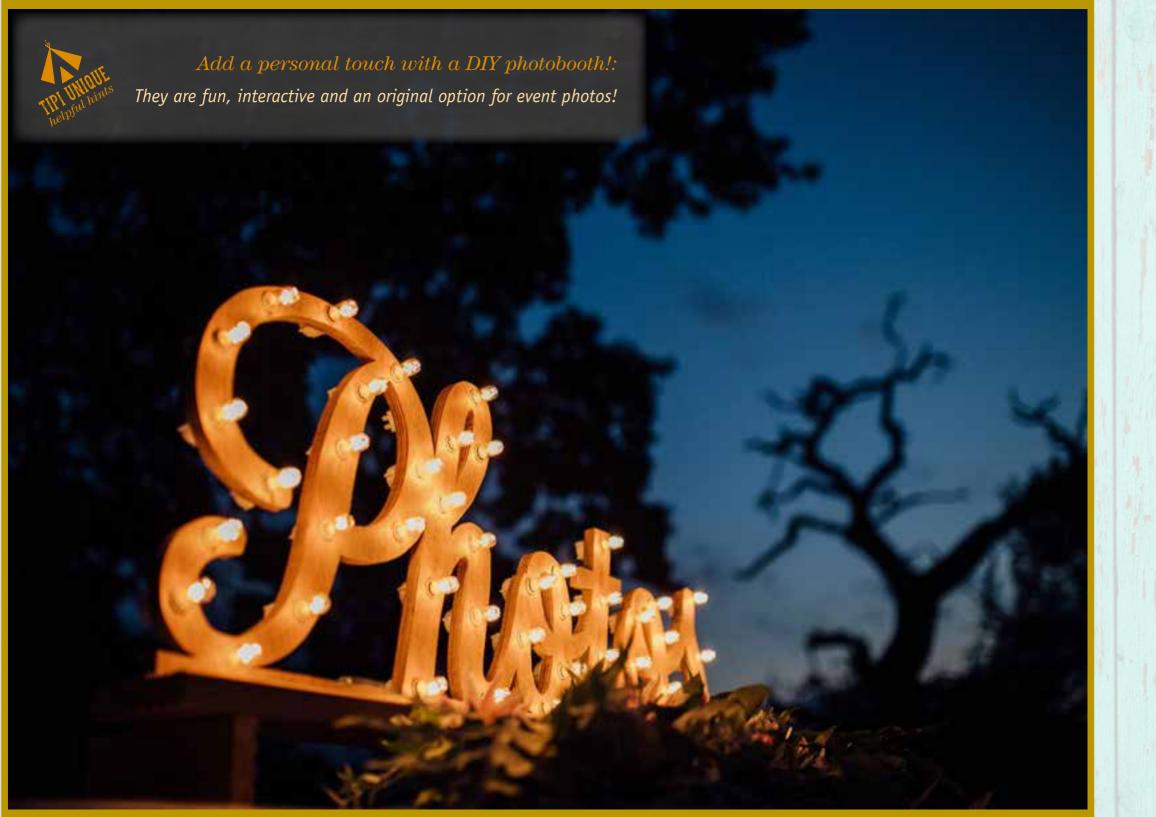
YAY, the day of your fabulous tipi event has arrived! The most important thing to do is enjoy yourself and relax - knowing everything will have been taken care of! If it's your wedding day be sure to have a moment with your other half to take everything in as the day will go sooo quickly!

## Feel supported with our on-the-day peeps!

We can be on hand during the day to oversee any layout changes, or to open/close the tipi canopies (not a task to be undertaken by yourself!). This is at a cost of £25\* pp per hour, or £200\* pp (for up to max. 10 hours of your choosing). We will never push this as an essential, and know that coming for just a few hours at a selected time often works best.

On the day itself, unless prior agreed, we won't be with you in the tipis. This leaves you to enjoy them as your own from start to finish, and to thoroughly make the most out of your celebrations. If anything urgent should happen, we'll have given our details to you or your emergency point of contact during the planning and hand over. So give us a tinkle, we're on 24/7 alert. Should we need to nip back, it'll be your point of contact we seek out so you can continue to enjoy the good times and memories you are making.

\*plus travel costs



## RELIVE YOUR EVENT



Once your event is over and the hangovers have surpassed, we will get in touch requesting some feedback.

We are always super grateful to receive a Facebook review! We absolutely love reading about your experiences of working alongside us, and to hear about the antics that occurred during your tipi celebration. Reviews are very special to us, and reading such wonderful comments fills us with pride and passion for future events. As well as this it helps potential clients learn about your opinions and will be featured as content in the testimonial section on our website and throughout social media.

We will also request access to the professional photography/ videography, as this continues to inspire us with the details of your day and we love sharing these snaps and gorgeous real-life events across our social platforms. We may also feature your event as a blog on our website, or be approached to showcase it in an independent publication. This a great way to beat those post wedding/event blues by reliving your favourite parts of the day, and sharing some amazing memories.

Should you prefer a little less attention, drop us a line and we'll ensure any personal snaps/footage are kept private.

#### Get social with us!

To be updated with our latest news, best-loved trends, and tipi inspo, be sure to follow us on our social pages!







## The low-down...

So that you are fully informed from the outset about the final cost and you'll always know what's included we make sure that we are completely transparent with the details when hiring any of our gorgeous products. Here's the low-down.

## Damage waiver

We have a very small fee (damage waiver) that covers you for any accidental loss or damage to the tipi and its fabulous contents. Ask us for more info or of course see T&Cs for details

## Delivery

We'll gladly deliver your tipi celebration to wherever you may be in the country. Be that far or near, it's simple with us. We have a fixed price per mile, and we just note the post code and calculate the return journeys to deliver/collect your tipis and furnishings. We always deliver structures and furnishings at the same time, meaning we help to save you valuable pennies. If you need to hire any additional items, please be aware that the cost for delivery may increase due to the number of additional vehicles and crew members needed.

### **VAT**

All prices are exclusive of VAT.

## Frequently asked questions

#### Do you provide set packages?

We don't actually believe in setting any packages. We have set prices for all products, meaning you're able to completely customise your quotes and create a totally unique event, unlike any other.

#### How many people can you fit in a giant tipi?

You can seat a max. of 80 guests in each giant tipi. Please keep in mind that this is assuming there are no other internal furnishings in the space!

#### Can we get married in the tipis?

Whilst we'd love it to be, it's not legal...YET! However we can offer fabulous venues with on-site ceremony spaces or advise on having a service in tipis and tackle the formality of marriage registration either before or after.

#### Can you support late bookings and last-min events?

We can indeed! Providing that we have sufficient availability, we will always welcome late bookings.

#### To you support different types of budget?

We have created events for all budgets - small and large! As mentioned above, you can tailor your quote to be completely bespoke to your event, so you know exactly what you're getting for your money. You can create a gorgeous experience no matter what your budget.

#### Can I decorate the tipis myself?

You can indeed and we absolutely love DIY décor! We just ask that you comply with the T&Cs regarding safe and preferred use of specific items inside the tipis. We'd also appreciate it if you could opt for tipi-friendly hanging methods and spare the pins, tacs etc. around the tipis, canvas and poles.

#### Vill I encounter any surprise costs?

Never. We are always 100% honest and upfront with all costings. You will always receive a fully itemised quotation throughout your planning process.

#### Do we need licensing for our event?

This is dependent on your venue. If you are hosting your event at a beautiful hotel or hall they should have events licensing. Yet if you're choosing to have a celebration in private fields, gardens, or sports grounds, then you may need to think about having a Temporary Events Licence (TEN). We will of course guide you through this!

#### Are tipis suitable for autumn/winter events?

If you're planning an autumn/winter event, and you're concerned about it being a lil' chilly then we'd advise thinking about our weather-proofing techniques We'll give you the low-down on any specific recommendations for your event and in some cases, may insist upon a certain considerations such as our hard floors or heating to ensure your event runs without a hitch.

#### Do need to have a venue to book tipis?

Not at all. Getting the tipis booked is something we advise doing asap to make sure they are secured for your date, and we can then discuss venues. We've got an ever-growing list of really beautiful venues across the North West, so are more than happy to help you select your dream tipi venue.

#### Can I make payments via instalments?

Absolutely - whatever makes the process easier for you! As long as the full balance is paid at least 30 days prior to the event, then it's no trouble at all.

#### What's the best payment method?

We always say that paying by BACs is the most cost-effective. You are also more than welcome to pay by cheque!

## What happened if guest numbers increase and I need more space?

No worries, plans are flexible and can be altered to fit new developments. We promise to continually advise on the right sized space for your event.

#### How do you work alongside independent management and wedding/event planners?

Feel free to be as independent as you wish! We can also liaise with your event planner to make it even easier, and to give you peace of mind that you event is in extremely safe hands.

#### What is the process for postponements?

Let us know as soon as you can - we'll need to check that the new date is available! If you are postponing 6 months before the event there will be no fees. Yet if you cancel within 6 months of your event you will be charged 10% of the total booking. If you're switching years, there may be a slight increase in yearly cots of tipis/furnishings. We'll always let you know and update any quotes with pricing variations for your approval.

#### What is the process for cancellation?

The deposit is non-refundable at all times. If a cancellation is made within the 30 days before the event you are required to pay the full amount.

#### Who has to complete the hand over?

Anyone! This can be yourself (the host), family members, friends, a best man, usher, bridesmaid etc. As long as a trusted person is present for the hand over then all is good.

#### Do the tipis need security when we aren't using them?

This is entirely dependent on your chosen venue. Most venues have great security for temporary structures so isn't normally an issue. However if we find that security is needed we can chat about ways to make this as effective as possible - for both budget and usage.

#### Can you do tight/late night set ups?

Yes both are possible. We always factor any challenging set ups into our logistical plans to ensure your event is delivered to an exceptional standard.

#### What is involved in the 48hr cut-off point?

This is exactly what it says on the tin! You have up until 48hrs before we are due to arrive to set up your event to add additional items to your quote - subject to availability. We will always try to deliver this with your ordered goods. If the change is substantial it may require extra delivery vehicles/crew members. Any revised costings will be shared for approval. Should the item be added on after the 48hr cut-off point, a chargeable return delivery will be added and a time for drop off agreed. We'd ask that changes are paid for at the point of confirming the new order.

#### Why can't I alter the tini canonies independently?

Trust us, this is a very technical manoeuvre - something not to be undertaken without prior training. Changes such as these pose health and safety risks and can make the tipis less stable if not executed precisely - not to mention adding extra pressure for you on the day! If you need the canopies to be altered, we can discuss popping back to sort it out.

#### How do I opt out of the use of my event photography?

If you'd rather keep your event private then please tick the 'Opt Out' section in the booking pack - simple as that!

#### Do you credit photographers/videographers?

Yes of course. When we use professional images we are always super careful to ensure that the photographer is credited.



Uniquely experienced

For more information

## Contact us:

Email: planmyevent@tipiunique.com

Tel: 01606 246 125 | 0800 975 2 579

www.tipiunique.com



