

## EQUIPMENT BOOKING AGREEMENT

**Please complete and sign the form and return it to the Facilities Coordinator**

<b>Please give full details of the person hiring the equipment</b>	
Date & Times required. (from & to):	
Full Name	
Address	
Telephone	
Mobile	
Email	

When completing your form, please ensure that you have allowed for time for collection and return.

A refundable security deposit of a minimum of 20% of the total hire cost with a minimum deposit of £25 is required along with this completed and signed form to secure your booking. Our preferred payment method is a bank transfer. Bank details can be found on the next page. **Full payment of the equipment hire fee is required no later than one month prior to the booking.**

All bookings are provisional until receipt of your deposit and booking form. Provisional bookings are held for 14 days from the date of receiving your booking form. We reserve the right to hire the facilities to another user should the deposit not be received within this time.

Bookings made with less than 4 weeks' notice will require the payment of the refundable deposit and the FULL hire fee to secure the booking.

### **Cancellation fees:**

Cancellation with less than 48-hours' notice may result in an admin charge up to £25 being deducted from your security deposit before it is returned to you. This is to compensate for any preparation time that will already have been incurred to ensure that the equipment is ready for collection as a result of your booking.

### **Damages:**

The security deposit will be held until after your hire and returned providing there has been no damage incurred to the equipment. Please ensure that any equipment you hire is cleaned prior to it being returned.

Equipment	Hire cost*	Number required	Total cost
Folding chairs (each) <b>for indoor/marquee use only</b>	£2		
Plastic Chairs (each)	£0.50		
Folding Table Rectangular (1.8m by 0.6m) Indoor only	£5.00		
Square Table (add size)	£2		
Trestle Tables (each)	£2.50		
Gazebo's: 3m by 3m	£15		
Festoon Lighting: Warm White, connectable lengths of 5m. Two lengths available to hire (each)	£15		
Festoon Lighting: Coloured, connectable lengths of 5m. Two lengths available to hire (each)	£10		
Chafing Dishes (require 2 fuel cells each)	£5		
Fuel Cells for Chafing Dishes (pack of 12 2-hour burning liquid)	£25		
Slow Cookers	£5		
BBQ & Gas Cylinder (must be cleaned after use)	£40		
Traffic Cones	£2		
Cups & saucers - assorted (per 10)	£2		
Mugs – assorted (per 9)	£2		
Disposable Cups (hot drinks) with lids (per 10)	£2.50		
Plate 10" – assorted (per 10)	£2		
Plate 8" - assorted (Per 10)	£2		
Bowls - assorted (per 10)	£2		
Tumblers (per 10)	£2		
Wine glasses 150ml (per 10)	£2		
Wine glasses 210ml (per 10)	£2.50		
Pint glasses (per 10)	£2		
Champagne Flutes 210ml (per 10)	£2.50		
Plastic (Reusable) Tumblers (per 10)	£1.50		
Plastic (reusable) Wine Glasses (per 10)	£1.50		
Plastic (reusable) Pint Glasses (per 10)	£2		
Table knives (per 10)	£2		
Table forks (per 10)	£2		
Dessert spoons (per 10)	£2		
Teaspoons (per 10)	£2		
Hot Water Urn with cable	£7.50		
Teapot (Large)	£3		
Teapot Medium)	£2		
Large saucepans with lids	£3		
Large water jugs (each)	£2		
Total:			
Total less discount if applicable:			
Security Deposit at 20% of total (£25 min. deposit):			

Total hire charges of £75 or more qualifies for a 10% discount. Total hire charges of £150 or more qualifies for a 20% discount.

### Terms and Conditions of Equipment Hire

- The usual period of hire for equipment is 48 hours, unless special arrangements are made with the Facilities Coordinator.
- The Hirer is responsible for the collection and safe return of all equipment hired. Breakables should be packaged appropriately.
- All loss or damage to equipment used away from the Reading Room is the responsibility of the Hirer and is not covered by insurance held by the Curdridge Reading Room & Recreation Ground (CRR&RG) Charity.
- The Hirer agrees to refund the CRR&RG Charity for all breakages, losses and damage.
- Loss or damage to equipment must be reported to the Facilities Coordinator at the time the equipment is returned.
- Upholstered chairs are for indoor or marquee use only. Plastic chairs may be hired for outdoor events.
- All items should be returned cleaned and ready for use.

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#### **Damages:**

The security deposit will be held until after your hire and returned providing there has been no damage incurred to the equipment.

#### **Payment:**

You will be sent an invoice with your hire fee on it. To secure your hire, please pay the deposit amount as soon as possible using the account details below.

Bank transfers are our preferred method of payment. If this is not possible, you can pay by cheque although, the cheque will need to have cleared before your hire date. Alternatively, you can choose to pay by credit or debit card, but you will need to visit the Reading Room to do this. Payment cannot be made over the phone. **Cash will not be accepted.**

BACS payments can be made to Account Number: 00012561, Sort Code 40-52-40 (CAF Bank). **Please use the invoice number or your name as the reference.**

All hirers must be aged over 21. We reserve the right to request proof of age.

It is the responsibility of the person hiring the equipment to make contact with the Facilities Coordinator (07704 208703) at least 48 hours prior to your hire regarding any final arrangements and the collection of the equipment.

<b>I have read the above booking agreement and agree to abide with the terms and conditions.</b>		
	Signature	Date
Signed by Hirer		
Signed by Facilities Coordinator or Charity Representative		

