

EQUIPMENT BOOKING AGREEMENT

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

Please give full details of the person hiring the equipment	
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 £25 up to 20% of the total hire cost (whichever is the greater amount) for the equipment is required along with this completed and signed form to secure your booking. Our preferred payment method is BACS. 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) for indoor/marquee use only	£2		
Plastic Chairs (each)	£0.50		
Folding Table Rectangular Indoor only	£5.00		
Square Table	£2		
Trestle Tables (each)	£2.50		
Gazebo's	£15		
Festoon Lighting	£30		
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	£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		
Dinner Plate (per 10)	£2		
Side Plate" (Per 10)	£2		
Bowls (per 10)	£2		
Tumblers (per 10)	£2		
Wine glasses (per 10)	£2		
Beer glasses; pint (per 10)	£2		
Prosecco Glasses (per 10)	£1.50		
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		
Dessert knives (per 10)	£2		
Table forks (per 10)	£2		
Dessert forks (per 10)	£2		
Tablespoons (per 10)	£2		
Dessert spoons (per 10)	£2		
Teaspoons (per 10)	£2		
Hot Water Urn with cable	£7.50		
Teapot (extra-large)	£3		
Teapot (medium)	£2		
Large saucepans with lids	£3		
Large water jugs (each)	£2		
Cooking utensils (5 pcs)	£2		
Total Cost			
Total Less Discount if applicable			
Security Deposit at 20% of total (£25 min. deposit)			

Total hire charges of £60 or more qualify for a 10% discount. Total hire charges of £100 or more qualify 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 Curdrige 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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Payment:

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.

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