

The Forum (Northallerton) Ltd  
 The Forum  
 Bullamoor Road  
 Northallerton DL6 1LP  
 VAT Number: 444916673



**The Forum Equipment Hire**

Manager: Ian McCarthy  
 Tel: 01609 776230

Email:  
 manager@forumnorthallerton.org.uk  
 Website:  
 www.forumnorthallerton.org.uk

Technical support and transport  
 may be available under a  
 separate agreement

Date of Order ..... Date of collection ..... Date of Payment ..... Transaction Number.....  
 Date of use ..... Date of return ..... Please make cheques payable to The Forum, Northallerton

I agree to abide by the Terms and Conditions as set by The Forum

Signed ..... Tel: .....

On behalf of ..... Email: .....

Address: .....

Post code: .....

Item	Size Hire fee per day (excl. VAT) + 20% for each extra day	Number available	Number required	Number of days	Hire Charge £
Staging (platform)	All Units measure 0.8m x 0.8m	46			
	Low Supports (0.2m) @ £3				
	Low Supports (0.4m) @ £3				
	Medium Supports (0.6m) @ £4				
	Medium Supports (0.8m) @ £4				
	Higher Supports (1.0 m) @ £5				
	Higher Supports (1.2m) @ £5				
Staging (fence)	(1.6m high x 0.8m wide) @ £1				
Keyboard	Full range 88 keys @ £16	3			
	Stool @ £1	1			
P A System	Amplifier, 2 speaker stands, 2 microphones @ £16	1 set			
Lighting System	4 lamps, 2 stands, control board and cables @ £16	1 set			
Display Screens	Carry bag with 6 panels + poles @£9	11 sets			
	Picture hooks @£2	100			
	<b>Total excl. VAT</b>				
	<b>VAT at 20%</b>				
	<b>Total fee to pay</b>				

**Terms and Conditions of Hire**

1. A one-day hire shall normally be defined as running from noon\* of the day preceding, to noon of the day following the day of hire ie: 48 hours. (NB: \*unless agreed otherwise for mutual convenience.)
2. Additional days of hire shall be charged at 20% of the daily charge.
3. The hirer is responsible for the collection, transport and setting up of the equipment.
4. A service may be available by separate arrangement to assist you with the above – see details overleaf.
5. Hire charges are based on modular sets, including administration costs.
6. The hirer is required to insure the equipment against loss, theft or damage, or otherwise accept full financial responsibility for it.
7. The hirer is responsible for keeping the equipment in a secure place at all time in transit and at the venue.
8. The hirer's representative shall take note of any guidance regarding assembling, handling and dismantling the equipment, and shall ensure it is tested for stability and soundness before use. By signing this form you are agreeing that training in safe erection of the equipment has been given/offered.
9. The Forum cannot accept responsibility for injury or damage to persons or property arising through use or misuse of the equipment, including the failure to set up the equipment in an appropriate way, unless the injury or damage is due to the legal negligence of The Forum.
10. The hirer is responsible for ensuring that the equipment is returned properly packaged, in good order, and at the agreed time in readiness for use by others.
11. The hirer shall notify The Forum of any fault or breakage whilst the equipment has been in their care.