

# Slaley Commemoration Hall - Contract for the Hire of Portable Furniture, Crockery and Cutlery when used at premises different to the Commemoration Hall.

## Hire Terms and Conditions

### Insurance

Any person wishing to hire the furniture, crockery and cutlery must have adequate insurance to cover the items when they leave the Commemoration Hall premises. This insurance must cover the furniture, crockery, and cutlery whilst in transit AND while on premises different to the Commemoration Hall.

### Hire Charges and Insurance Cover

Item	Quantity Available	Insurance Cover Value (per item)	Hire Charge
<b>Table</b> - aluminium folding table, 6' length	14	£40.00	£2.50
<b>Table</b> – aluminium folding table 3' length	6	£90.00	£1.50
<b>Chair</b> – heavy duty plastic stacking chair, dark blue	100		£0.50
<b>Tea pots</b> - Stainless Steel 8-pint tea pots	2	£25.00	£1.00
<b>Crockery and Cutlery Place Setting</b> – Soup bowl, Dinner plate, side plate, desert bowl, cup & saucer, spoon, knife fork, dessert spoon, teaspoon	120	To be agreed on hiring	£2.00
Single items of crockery and cutlery			£0.20

Hire charges will be paid 24-hours in advance of hire and by BACS transfer.

### Loss or Damage

Please report loss or damage, in writing, on return of items to a member of the Hall Committee.

## Hire Agreement

I have read and agree to the terms and conditions above and confirm that the furniture, crockery, and cutlery will be adequately insured against loss and damage (accidental or wilful) whilst in transit and while in use.

<b>State venue where items are being used</b>	
<b>The quantity of units required</b>	Tables: Chairs: Teapots: Place Settings: Other:
<b>Date &amp; time items will be collected</b>	
<b>Date &amp; time items will be returned</b>	
<b>Total hire charge</b>	
<b>Name of organisation (if applicable)</b>	
<b>Contact Number/Address</b>	
<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	

Please send completed form to the Commemoration Hall Booking Clerk.