

Slaley Commemoration Hall - Contract for the Hire of Portable Staging when used at premises different to the Commemoration Hall.

Hire Terms and Conditions

Insurance

Any person wishing to hire the staging must have adequate insurance to cover the equipment when it leaves the Commemoration Hall premises. This insurance must cover the staging whilst in transit AND while on premises different to the Commemoration Hall.

Transportation

The Staging must be transported on its mobile carrying trolley. The Hall Committee suggest wheeling the trolley down the incline into the Commemoration Hall Car Park and then a ramp will be needed to wheel the trolley into a safe, suitable vehicle to carry the trolley in an upright position.

Mobile Trolley and Staging Units

The trolley contains sufficient units to assemble 24 stage sections + 2 step assemblies. There are 12 additional units which do not have a mobile trolley and will need individual handling. These are stacked separately and include a further 1 step assembly.

A copy of assembly instructions should remain with the staging on its trolley.

Hire Charges

Item	24 Hour Rate
Mobile Trolley of staging (24 Units and 2 Steps)	£32.00
Stage Hire per unit or set of steps	£1.20

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

Tie Plates

Tie plates are used to lock the stage units together and are provided at no additional charge. However, there is a £25 charge for non-return of all the ties.

Loss or Damage

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

Hire Agreement

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

State venue where stage is being used	
The quantity of units required	Units: Steps:
Date & time staging will be collected	
Date & time staging will be returned	
Total hire charge	
Name of organisation (if applicable)	
Contact Number/Address	
Print Name	
Signature	
Date	

Please send completed form to the Commemoration Hall Booking Clerk.