

LURGASHALL VILLAGE HALL

Registered Charity Number 225718

Equipment Hire

| Equipment | Hire cost | Replacement cost (per item) | Number required | Total cost |
|---|-----------|-----------------------------|------------------------------|------------|
| Folding chairs/armchairs (each) for indoor/marquee use only | £2 | £40 | | |
| Plastic Chairs (each) | £0.50 | £15 | | |
| Folding Tables (each): | | | | |
| Rectangular 1830 x 760 mm | £7.50 | £80 | | |
| Circular 1220 mm | £6 | £60 | | |
| Square 914 x 914 mm | £4 | £40 | | |
| Trestle Tables (each) | £3 | £50 | | |
| Cups / saucers (per 10) | £2 | £2 / £1 | | |
| Mugs – assorted (per 9) | £2 | £2 | | |
| Plate 10" (per 10) | £2 | £2.25 | | |
| Plate 8" (Per 10) | £2 | £1.50 | | |
| Bowls (per 10) | £2 | £1 | | |
| Salt & Pepper (per pair) | £1 | £1.75 | | |
| Tumblers (per 10) | £2 | £0.75p | | |
| Wine glasses (per 10) | £2 | £0.50p | | |
| Beer glasses; pint (per 10) | £2 | £1 | | |
| Table knives (per 10) | £2 | £2 | | |
| Dessert knives (per 10) | £2 | £2 | | |
| Table forks (per 10) | £2 | £1.25 | | |
| Dessert forks (per 10) | £2 | £1.25 | | |
| Table spoons (per 10) | £2 | £1.25 | | |
| Dessert spoons (per 10) | £2 | £1.25 | | |
| Teaspoons (per 10) | £2 | £0.65p | | |
| Urn | £7.50 | £125 | | |
| Teapot (ex. large) | £3 | £15 | | |
| 8 cup Cafetiere (5) | £3 | £15 | | |
| 4 ltr saucepans with lids | £3 | £40 | | |
| S/steel vegetable dishes | £2 | £5 | | |
| Large water jugs (each) | £2 | £8 | | |
| Cooking utensils (5 pcs) | £2 | £5 | | |
| | | | TOTAL | |
| | | | Less discount if applicable* | |
| | | | TOTAL PAYMENT DUE | |

*Total hire charges of £50 or more qualify for a 10% discount. Total hire charges of £100 or more qualify for a 20% discount.

Please complete the Hirer Information section overleaf.

Online payments can be made to: *NatWest; Sort Code: 60-10-14; Account No: 87752506; Account Name: Lurgashall Village Hall.*

Cheques in payment of the hire charge should be made payable to "Lurgashall Village Hall".

Please return completed form(s) and cheque(s) to Booking Secretary, The Green, Lurgashall, GU28 9ET Telephone: 07796 162304

Hall address (for location purposes only) Mill Lane, Lurgashall, West Sussex, GU28 9ES

Terms and Conditions of Equipment Hire

It is essential that these Ts&Cs are read *in conjunction with* the Addendum to the Terms & Conditions of general Hire relating to Covid-19

- The usual period of hire for equipment is 48 hours, unless special arrangements are made with the Booking Secretary.
- 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 Hall is the responsibility of the Hirer and is not covered by insurance held by the VHMC.
- The Hirer agrees to refund Lurgashall Village Hall for all breakages, losses and damage.
- Loss or damage to Hall Equipment must be reported to the Booking Secretary.
- Upholstered chairs are for indoor or marquee use only. Plastic chairs may be hired for outdoor events.
- All items should be returned clean and ready for use.

*In order to comply with **General Data Protection Regulation (GDPR)**, effective from May 2018, Lurgashall Village Hall Management Committee requires your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your hire of the Hall or its equipment or your participation in Hall events. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.*

Name of Hirer: *(please print; if an organisation, please also give name of person responsible for the event)*

Contact details: email:

telephone: _____ (day/evening) _____ (mobile)

address:

Details of proposed hire:

Date of collection _____ 2020

Date of return _____ 2020

I confirm that I have read the Terms and Conditions of Equipment Hire **and the Addendum relating to Covid-19** and I agree to be bound by them

Signed: _____

Date: _____