

Loan Equipment Provisional Booking Form

Organisation Name:	
Contact Name:	
Address:	
Telephone No:	
Mobile No:	
Email Address:	

Brief description of event	
Are any charges being made? Please explain.	

Equipment Required:	
Collection date and time:	Please specify times between 10am to 12noon, or 2pm to 4pm.
Return date and time:	Please specify times between 10am to 12noon, or 2pm to 4pm.

Please ensure that you have read the **Guidance For Hirers** on the reverse of this form before making a provisional booking – it contains important information about the booking and payment requirements.

To make a provisional booking please return this form AT LEAST TWO WEEKS BEFORE YOU REQUIRE THE HIRE to:

Business Support Team, Leisure Services, South Norfolk Council, Swan Lane, Long Stratton, Norwich NR15 2XE.

Or telephone the team on 01508 533875 or email: lcc@s-norfolk.gov.uk

Guidance For Hirers

Fees and charges:

1. There are two levels of fees and charges, depending on the type of organisation or event for which the equipment is required. These are laid out in the list of fees and charges supplied.
2. We recommend that any organisation interested in hiring the bandstand should contact us for an initial discussion as we will need information about your organisation and your event before we are able to quote you a hire fee. There are also specific operational requirements that you will need to consider before deciding to proceed.

Booking Procedure:

1. Bookings should be made at least 10 working days before the equipment is required. We are unable to accept bookings at short notice.
2. If you wish to book an item, or items of loan equipment please either return the booking form enclosed with this information, or alternatively we can check availability and make a provisional booking for you by email or telephone.
3. When we have confirmed that the equipment is available on your required dates we will send you two copies of the hire contract, setting out our terms and conditions of hire and will also notify you of the refundable deposit required.
4. We will also send you an invoice for the hire fee.
5. PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 7 DAYS FROM THE DATE OF ISSUE OF THE CONTRACT.

Confirming your booking and payment of fees:

1. To confirm your booking you should sign both copies of the contract, retaining one for your records and returning the other to us, accompanied by the returnable deposit amount requested.
2. Bookings will not be considered as confirmed until we have received your signed contract and the returnable deposit cheque. If you wish us to acknowledge receipt of these please enclose a stamped, addressed envelope or phone or email us for confirmation.
3. Your deposit cheque will be retained until the end of the hire period and will be given back to you when the equipment is returned to us in the condition in which it was issued.
4. The invoice for the hire fee must be paid in advance of the equipment being collected.

Collection and return of equipment:

1. To ensure staff are available to hand over and receive back the equipment, collection and delivery times are restricted to 10am to 12noon or 2pm to 4pm Monday to Friday.
2. At the time you make your provisional booking you will be asked to nominate the collection and return times for the equipment, within these time slots.
3. Any hirer arriving to collect or return equipment outside of the pre-arranged times may find that there is no-one available to see them and that they have to return at the pre-arranged time.